

## Learn How to Run Effective Meetings

Roberts' Rules of Order, the most widely used and authoritative reference in the field of meeting procedure and management. If you are involved in an organization and want to have quality meetings that result in decisions rather than more meetings, this course is for you.

Develop effective participatory decision-making skills. Develop skills to be able to serve as a competent committee chairman or member. Develop skills to be able to function well as an organizational officer or member. Understand the rules and how they function. Appreciate the importance of using a parliamentary authority in business and in your volunteer organizations. Assess the effectiveness of the meetings you conduct or attend. Improve the results of your meetings. Develop leadership skills through Generations for America training sessions.

Classes: Every Tuesday evening at 7:30 PM EST Next Session Starts

May 7th

May 14th

May 21st

May 28th

Zoom link will be provided for the sessions.



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Register Now! Train with the best at #G4A