

## KANE COUNTY REGIONAL OFFICE OF EDUCATION

**AA#1815**

### **Meeting Tips, Tools and Techniques to Achieve Results**



REGIONAL OFFICE OF EDUCATION  
KANE COUNTY

Participants will learn skills and strategies to design and plan effective meetings including purpose, process, preparation and pacing. This course will help participants apply facilitation tools and techniques to actively engage all team members. They will examine and assess the various methods to identify, implement and monitor team decisions. As a result of this academy, participants will think differently and make their meetings matter.

**Presented by:** Cheryl Quinn and Bob Wennberg

**When:** Friday, March 3, 2017  
9:45 am—4:00 pm

**Where:** West Aurora High School  
1201 W. New York Street  
Aurora, IL 60506

**Fees:**

In County Fee	\$0.00
Out of County Fee	\$175.00

To register, go to [kaneroe.org](http://kaneroe.org) and click on

Online Workshop Registration System and search for event **#607-17**.

If you have any questions, please contact Kathy Lawson at 630-444-1133 or [klawson@kaneroe.org](mailto:klawson@kaneroe.org)