



# EFFECTIVE MEETINGS

## SESSION DESCRIPTION

Most of our days are filled with meetings, as it takes a variety of people's knowledge and skills to effectively achieve our mission, goals, and objectives. This session outlines the key elements to holding effective meetings by learning about how to prepare, facilitate, and follow-up effectively.

## LEARNING OBJECTIVES



Understand how preparing for meetings is a key to success.



Learn how to develop efficient and effective agendas, as well as meeting facilitation tips and tricks.



Learn how to utilize meeting follow-up to help keep people accountable and successful.

## SESSION FORMAT

This training is a combination of presentation and discussion. We wrap up with plenty of time for questions!

## SPEAKER BIO

Keegan Flaherty's early career working as a social worker gave her a first-hand look at how programs do not meet the needs of marginalized populations. She used this experience as a driver to continue to educate herself about how programs can and should improve to get people the support they want and need. She has dedicated her entire professional career to supporting people and organizations to become more focused, impactful, and sustainable.

Keegan earned her Bachelors in Arts in Communication Studies, her Masters in Social Work from the University of Montana, and a Certificate in Diversity and Inclusion from Cornell. She is a self-professed nonprofit nerd whose expertise comes from diverse experiences as a volunteer, staff member, manager, executive director, consultant, and board member. She has worked with over 50 nonprofits nationwide. She has extensive experience teaching, facilitating meaningful (and sometimes tough) discussions, assessing organizations, driving strategic and operational planning, and helping transition boards from working to governing boards.