

Training Information:

For an updated listing of educational offerings, please visit our website at www.memun.org or call our automated training hotline at (207) 624-0117.

About MMA:



Maine Municipal Association
60 Community Drive
Augusta, ME 04330

*MMA is located off I-95, Exit 112A
Northbound, Exit 112 Southbound, behind the
Augusta Civic Center*

1-800-452-8786
Local Area (207) 623-8428
www.memun.org

The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.

The Maine Municipal Association has a core belief that local government is a fundamental component of a democratic system of government. MMA is dedicated to assisting local governments, and the people who serve in local government, in meeting the needs of their citizens and serving as responsible partners in the intergovernmental system.

MMA's services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs.

DIETARY REQUIREMENTS

We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.

SMOKE FREE

Effective Sept. 1, 2015, in accordance with the provisions of the Workplace Smoking Act of 1985, smoking is prohibited anywhere within the MMA building or on MMA property. MMA maintains a smoke free campus.

FRAGRANCE FREE

MMA recognizes the potential hazards caused by exposure to scented products and cleaning chemicals. We ask that event participants refrain from using products that contain strong fragrances so that we can maintain a safe and healthy learning environment for all.

SPECIAL EVENT



How To Lead Effective Meetings

**WEDNESDAY
MARCH 27, 2019**

**Maine Municipal Association
Augusta, ME**



Presented By
Maine Municipal Association

How To Lead Effective Meetings

Wednesday
March 27, 2019
Augusta

Maine Municipal Association
60 Community Drive
Augusta, ME 04330

PRESENTER:

Nancy Ansheles, M.Ed.

Owner of Catalyst & Co. for 24 years,
based in Portland

www.nkacatalyst.com

Passionate facilitator of results through
creative learning programs for hundreds of
local, national, and international clients

STORM POLICY: If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. MMA encourages attendees to check the MMA website or call the training hotline at 207-624-0117 before departing for any MMA events to ensure that the event schedule has not changed.

ADA MESSAGE: In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

Who Should Attend:

Anyone who leads or participates in meetings that could be improved. This hands-on workshop will offer practical tips to increase collaboration and results in team, staff, and board meetings. This course applies to the Maine Town, City and County Management Association Certification Program as 6 credits in the Leadership category.

Course Information:

Registration: 8:30 a.m. / Course: 9:00 a.m. to 4:00 p.m.

During this workshop, you will:

1. Observe, practice and evaluate factors that contribute to successful meetings.
2. Review criteria on when to hold a meeting and when to not hold one.
3. Identify the importance of an agenda and key elements to include.
4. Practice an effective four-step meeting format to ensure success.
5. Recognize individual roles and group stages.
6. Practice facilitation skills to lead discussions, expand ideas, make decisions and handle challenging participants.
7. Write and commit to an action plan to apply the skills on the job.

Registration Confirmation/Directions:

Confirmation of class registration will be sent out one week prior to the start of the event. If an email has been provided, the confirmation will be sent electronically. If no email is on file, the confirmation will be mailed to the billing address provided on the registration form. Directions to the facility can be found on the MMA website at: <http://www.memun.org/TrainingResources/WorkshopsTraining/DirectionsToEvents.aspx>.

Questions/Cancellations:

Cancellation notification must be given in writing at least 3 business days before the session. Any cancellation received within that 3-day window will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

Visit www.memun.org for updates & to register online

How To Lead Effective Meetings

FEE: MMA Member Municipality/Patron: \$75.00
Non-Member Municipality: \$150.00

Please make check payable to:
Maine Municipal Association

Fee includes workshop materials and light lunch.

WEB: You can register online on MMA's website: www.memun.org; or complete the form below and send via:

FAX: 207-624-0128 ATTN: Educational Services

MAIL: Maine Municipal Association
ATTN: Educational Services
60 Community Drive, Augusta, ME 04330

EMAIL: wsreg@memun.org

Please register the following person(s) from: (municipality):

Billing Address: _____

Registrant Information:

① Full Name: _____

Title: _____

Tel: _____

Fee: \$75.00 (member) \$150.00 (non-member)

Email: _____

② Full Name: _____

Title: _____

Tel: _____

Fee: \$75.00 (member) \$150.00 (non-member)

Email: _____

Please duplicate form if registering more than two people.