

Meeting Planning & Events -- AP3407

Planning business meetings and events require multitasking skills and ingenuity. To succeed and survive, professionals must be able to combine knowledge and professionalism to plan efficiently and effectively. This workshop will allow participants to take a closer look at the elements to be considered when planning events and meetings. As these items are reviewed next level strategies will be discussed to maximize resources and time management. Participants will leave this workshop with guidelines to create consistency, ask the right questions and maximize results. "Don't re-invent the wheel, pause and Re-think the route".

Items Covered in Workshop:

- Meeting and Event Planning for Leaders
- Asking the right questions to maximize results
- Tips to ensure the PowerPoint presentation is on point
- Time-Management strategies using Outlook
- The Five P's to Planning Effectively
- Sample resources and links to locate checklists, information, and other aids to expedite the planning process.

"Meetings are vital for management and communication. Properly run meetings and events, save time, increase motivation, productivity, and solve problems." Take your skills to the next level!