



Faculty Development Spring 2018 Workshop Series

“Meet Productively”

Learning how to meet productively means that meetings will cease to be argumentative, chaotic, rambling and wasteful of everyone’s time and energy. During this workshop, you will learn to apply accepted strategies for meeting success. These include:

- Planning the meeting
- Creating a meeting culture
- Understanding the five types of meeting communication
- Determining the type of meeting to fit your purpose
- Managing the meeting time
- Employing conversational prompts for clarifying intent, maintaining civility and defining boundaries during faculty meetings

Note: This is the third in a five-part series. Attend one or all of the workshops.

Debra Graham
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UK Human Resources

Wednesday, February 28, 2018
3:00 – 4:00 PM
203 RGAN

To register, visit:
<https://www.engr.uky.edu/fac-dev-workshop/>

Contact Dave Puleo (puleo@uky.edu) or Monica Mehanna (monica.mehanna@uky.edu) if you have questions

Part of a monthly workshop series for College of Engineering faculty, research staff, postdoctoral scholars, and senior graduate students