

**Session Three:
MANAGE
MEETINGS**

**Session Four:
MANAGING
PERSONALITIES**

**Session Five:
REAL-WORLD
EXERCISE**

**Resolving Conflict on
Main Street**



Jason Deneau
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Training and Development
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Example

**Agenda
Template**







Agenda

Project Name: Updating New Employee Orientation
Meeting Agenda

Facilitator: Jason Deneau	Meeting Number: ONE
Meeting date: 6/12/2019	Meeting start time: 9:00 am
Minutes taken by: Kathy B	Meeting end time: 10:30 am

I. Meeting Objectives:

1. Plan a shorten NEO with updated timing.
2. Outline and gather suggestions for updating and shortening NEO.
3. Create an agreed upon plan/deadline for finishing NEO updates.

II. Requested Attendance:

Paige R	Kristy S	Stephanie B	Melva A
Carmen C (absent)	Kathleen B		

III. Discussion/Decision Items:

	Topics	Minutes
1.1	Introduction on the goal and reason of updating and shortening NEO	9:00
1.2	Data to support shortening NEO	9:10
1.3	Training and Development updates - Presentation slides/software – and content	9:15
1.4	Wellness / OakFit - suggestions	9:25
1.5	Benefits - suggestions	9:45
1.6	Retirement - suggestions	10:05
1.7	Establish action items and deadlines	10:25
1.8	End	10:30
1.8		
1.9		
2.0		

IV. Action Assignments:

	Description	Person Responsible	Due Date
1.	Send reduced PowerPoint to Paige, Stephanie, Carmen, end of day	Jason D	6/12/19
2.	Receive edited PP, by end of day	Paige, Carmen, Stephanie	6/13/19
3.	List of items to cover on website, end of day	Paige, Carmen, Stephanie	6/14/19
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Kathleen Bertolini
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TRIVIA



On your smart device go to:

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Group Activity



Survey

SURVEY

<http://bit.ly/MainStreetOC>

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