

UPPER HUDSON LIBRARY SYSTEM presents

Control Is Not A Dirty Word: Effective Meeting Management



Thursday, August 20, 9:30 a.m.– 12:00 p.m.

(Refreshments and registration at 9:00 a.m.)

Upper Hudson Library System, 28 Essex Street, Albany, NY

Meetings are a fact of work life. Meetings can advance understanding and informed decisions – or feed frustration and waste time. In this workshop, you'll learn how to:

- Determine when to hold a meeting
- Design a meeting to get the outcome you want
- Keep the meeting on track by managing difficult personalities, conflicts, and interruptions
- Positively influence productivity of meetings you are attending but not running

Whether you are a seasoned manager seeking to hone your skills, a rising star taking on more work or volunteer responsibilities that include chairing meetings, or a victim of painful meetings preparing to act, this workshop offers practical help.

Presenter: Mary Fellows, Manager of Youth and Family Services, Upper Hudson Library System

Mary has directed hundreds of meetings, live and virtual, and is recognized as an organized and effective chair. She has worked with library boards, library Friends, professional association boards, volunteer committees, and many other types of groups. Mary is the author of a chapter on running effective meetings in the book Youth Services Librarians As Managers (ALA, 1995).

Registration

Free to UHLS member library personnel; others \$15. To register, please email Mary Fellows @ mary@uhls.lib.ny.us or call her at 518-437-9880 ext. 228. If a check is required, please make it payable to UHLS and mail it to UHLS, Attn: Mary Fellows, 28 Essex Street, Albany, NY 12206. **Registration deadline: August 18th.**