

**Tuesday**



# Meetings 101:

Planning Effective Meetings

**April 12th 1-4 PM**  
**Allegheny & Monongahela Rooms**  
**IUP Hadley Union Building**

### **Plan Your Meeting**

- ◆ **Find the right setting**
- ◆ **Tailor your meeting**
- ◆ **Get people to show up**

### **Lead a Productive Meeting**

- ◆ **Speak with confidence**
- ◆ **Build relationships**
- ◆ **Encourage feedback**

### **Insure Productivity**

- ◆ **Hear what others are saying**
- ◆ **Manage difficult people**
- ◆ **Keep people on task**

**Advanced registration required.**  
Go to:

**[WWW.IUP.EDU/Geography](http://WWW.IUP.EDU/Geography)**

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Pennsylvania Chapter of the American Planning Association,  
Southwest Section  
IUP Student Chapter of the American Planning Association.  
IUP Center for Civic Engagement and Student Leadership  
IUP Department of Geography and Regional Planning

# Meetings 101: Planning Effective Meetings

**M**eetings can be directed or rambling, confident or halting, engaging or dull. They can inspire people to work hard or force them to tune out. Effective meetings can animate a project, ineffective ones can scuttle it. Within any human enterprise, the ability to plan, design and execute effective meetings is a robust, if narrowly held, skill.

Meetings 101 provides an overview and demonstration of the knowledge, skills and practices needed to design, direct and facilitate effective meetings. The workshop's goal is to provide participants with the confidence and ability to plan and run meetings that guide people toward the realization of their projects, programs and plans.

Workshop presentations and demonstrations will introduce important considerations for meeting planning, such as setting and structure, agenda preparation and outreach, correspondence and meeting communications. The general format will consist of an orientation presentation followed by a series of short lectures, demonstrations and group activities. Each presentation will address one or more learning objectives. Group discussion will provide opportunities for participants to square their own experiences with the subjects being presented.

Participants will return to their work or classroom with a greater understanding of meeting dynamics and the skills necessary to plan and facilitate productive meetings.



## **Leanne M. Doran**

is a Senior Public Involvement Specialist and Associate at McCormick Taylor, a transportation engineering and urban planning firm in Pittsburgh, PA. Ms.

Doran has almost 20 years

of experience working with the public and community leaders during all phases of the transportation development process, from planning to construction. She is well known for her skills in facilitation and implementation of public outreach plans with careful attention to integrate equity and diversity in the process. Her experience includes such projects as the Allegheny County Comprehensive Plan, Route 119 South Widening Project, Pennsylvania High-Speed Maglev Project, and the Southwestern Pennsylvania Long Range Transportation & Economic Development Plan. In addition, she's provided training to Pennsylvania Department of Transportation engineers on the Public Involvement Handbook and Context Sensitive Solutions. A native of Pittsburgh, Pa., Ms. Doran graduated from Point Park University in 1991 with a degree in Journalism & Communications.



## **Shannon M. Debes**

is the founder of Stratecom Solutions - a firm assisting government, nonprofit and planning organizations with public involvement, data gathering, data analysis and reporting, issues

management, public

imaging, media purchasing, media relations, writing, editing and publishing. She also coaches candidates for all levels of office in developing their platforms, creating alliances and improving public speaking skills. Ms. Debes has worked on Main Street, Elm Street and municipal comprehensive plans as well as their public involvement components. She also served as an outreach lead for the Power of 32 regional visioning initiative. Ms. Debes is a graduate of Geneva College with a majors in Broadcasting and Speech Communication and minors in Political Science and Public Relations. She is also a graduate of the Institute on Political Journalism at Georgetown University. In 2009, she received her Certificate in the Charrette System from Harvard University and the National Charrette Institute. She was named one of the region's "40 Under 40," by Pittsburgh Magazine and the Pittsburgh Urban Magnet Project in 2007.