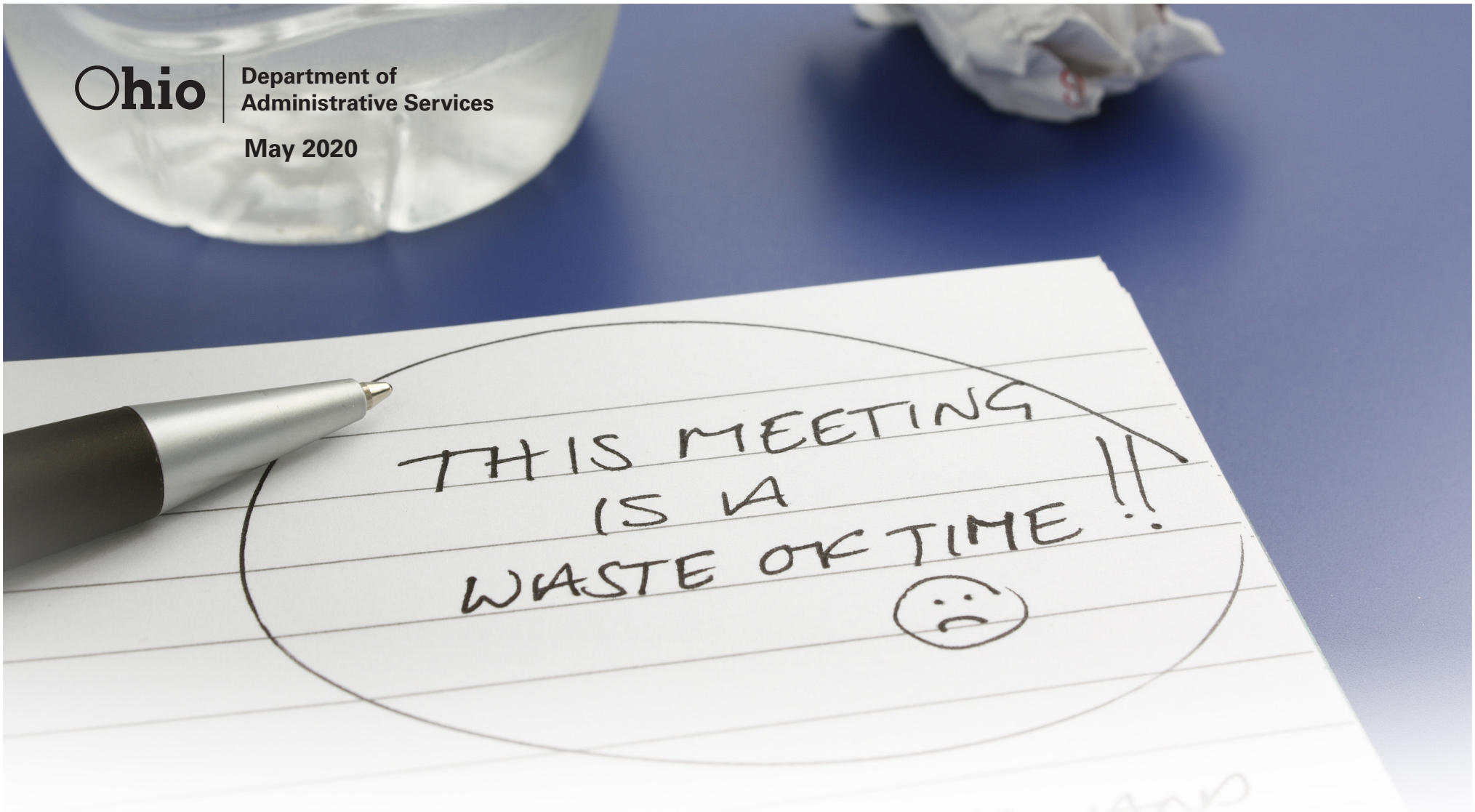
Ohio | Department of Administrative Services

May 2020



EFFECTIVE MEETINGS PRODUCE RESULTS: PLAN, LEAD, AND MANAGE YOUR MEETINGS

Are you prepared? How effective are your meetings?

We spend a good portion of each day in meetings. Make the time even more valuable for you and your team members by checking out our online courses on effective meetings.

Topics include:

- Finishing Meetings on Time
- Encouraging Participants
- The Best Times to Schedule Meetings
- Creating the Ideal Meeting Environment

More information on effective meetings and other valuable resources are available to exempt and IT professionals via Learning on Demand.

Log on to the Learning on Demand app in myOhio to get started!

Learning On Demand
Ohio's e-Learning Resource

For more information contact:
Mary Cornwell at 614-995-0154 or LearningonDemand@das.ohio.gov.