

Designing & Facilitating Meetings That Work

Elevate the impact of your meetings and events by learning to design and lead effective and engaging meetings!

Choose this half-day workshop if you want to:

- Increase your confidence and skill in creating meeting agendas
- Practice techniques in meeting design and facilitation
- Learn how to address common meeting challenges
- Rework or design a past or future meeting agenda
- **NEW: Learn AI strategies for efficient meeting planning and follow-up**

Workshops can be held virtually or in person.

Pre-work

Bring a written agenda (no matter how formal or descriptive) from a recent meeting you have led or from a meeting you will lead soon. You will not need to share this with the group; you will use it as your own case study for the workshop.

Pricing

- \$5,000 for up to 10 people + travel expenses (if in-person)
- \$7,500 for up to 20 people + travel expenses (if in-person)

We offer a 10% discount for nonprofit and government teams. Organizations are responsible for providing space for in-person workshops.

About PNPI Workshops & Facilitation

As part of our efforts to advance the federal postsecondary policy field, we offer workshops, meeting facilitation, and event design services designed to support teams or organizations of any size. Bringing years of experience as policymakers, content creators, teachers, and facilitators, we partner with groups interested in building their capacity to achieve long-term impact. Learn more [here](#).

Past Participants Say:

“ I’m so much more thoughtful about my approach to meetings now. I am much more strategic about the meetings I schedule and which ones I participate in.

“ Engaging, practical, and relevant! I loved that the facilitator of this meeting was using the information being taught.

“ This workshop will help you sharpen your facilitation skills and make more impact in your meetings!

Ready to get started?

Fill out an interest form