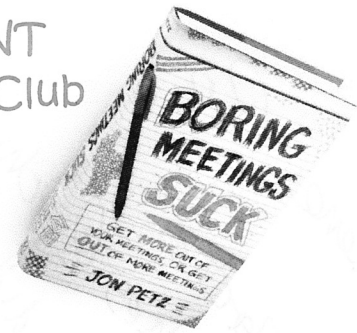




UNIVERSITY ADVANCEMENT
Professional Development Book Club

AGENDA



Monday, August 15, 2011

12:01pm-1pm (bring your Lunch, but not your Dessert)

McGuffey Hall Conference Room

- I. Call to Order (precisely at 12:01pm, cell phones welcome)
- II. Welcome (2 minutes)
 - i. Quick Overview of Book Club
 - ii. About the Author
- III. When Do We Have Meetings and Why Do Some of them Suck? (15 minutes)
 - i. Do Our Meetings Have Purpose?
 - ii. Meeting Styles
- IV. Facilitator Challenges (15 minutes)
 - i. Preparation
 - ii. PowerPoint Really Sucks
 - iii. Embracing Technology
 - iv. Budget Restrictions
 - v. Hijackers
- V. Avoiding a Sucky Meeting (15 minutes)
 - i. Poor Attendance
 - ii. Deterrents - Heading Them Off at the Pass
 - iii. Where Excitement Went to Die
 - iv. Weathering the Boredom
- VI. Your Thoughts About the Book (5 minutes)
 - i. Comments for the Author
- VII. Open Discussion and Suggestions for Next Book (7 minutes)

