Surviving Meetings (UBI280)
Looking to make your meetings more productive?
Designed for all individuals who plan, attend, and facilitate meetings, participants will:
- Understand the value of preparation
- Learn how to conduct and close an effective meeting
- Learn how to keep a meeting on-target
- Review things to do following a meeting

Friday, March 8
CP-700
12:00 p.m. – 1:00 p.m.

Introduction to Project Management (UBI277)
Designed for both new and experienced individuals responsible for successfully planning, managing, and delivering projects. Participants will review how to:
- Define and agree upon clear project goals and measurable deliverables
- Create a work breakdown structure, determine task dependencies, and estimate and chart task durations
- Control project progress and develop and implement contingency plans as necessary
- Implement project planning tools and techniques

Monday, March 11
CP-700
10:00 a.m. - 12:00 p.m.