



UNIVERSITY
of HAWAII®
HILO



RUN A GREAT MEETING

LEARN SKILLS TO MANAGE MEETINGS!

This 2-day training provides tools to use in meetings to make them as effective as possible, emphasizing the importance of setting agendas, remaining focused, and managing people. The interactive experience is designed to significantly increase the capacity of those who plan, run, and attend meetings.



Elizabeth Kent, J.D., has helped people and institutions find solutions to sticky problems for over 25 years. She has clerked at two federal courts of appeals, practiced commercial law, served as the Deputy Director at the Hawai'i State Department of Human Services, taught at University of Hawai'i at Manoa, and directed the Hawai'i State Judiciary's Center for Alternative Dispute Resolution. A trained facilitator and mediator, Elizabeth teaches graduate classes in conflict system design and negotiation at UH-Manoa and a variety of conflict resolution skills classes around the state. She has received the Hawaii Women Lawyers' Distinguished Service Award and the Church of the Crossroads' Dr. Martin Luther King, Jr. Peacemaker Award.

This workshop is perfect for anyone who is in a position to "run a meeting"—

- ✓ On the job
- ✓ On a board of directors
- ✓ For your homeowner's association
- ✓ In a community setting

Thursday & Friday, March 8 & 9, 2018 from 8:30^{am} to 4:30^{pm}
UH-Hilo, UBC 127, 200 W. Kawili St, Hilo, HI 96720 (parking fee of \$3 applies)



\$150 tuition includes lunch

(group discounts & individual needs-based partial scholarships available)

Register online here
www.runagreatmeeting.eventbrite.com

Or contact:

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101 Aupuni Street, Suite PH 1014 B-2
Hilo, Hawai'i 96720
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