



## American Management Association Leading Effective Meetings

### Date

Monday, July 12, 2010

### Time

9:00 a.m. - 4:00 p.m.

### Place

The Library of Congress  
Madison Building  
Dining Room A, 6th Floor  
101 Independence Ave, SE  
Washington, DC

### Metro and Directions

Capitol South (Orange/Blue Lines)

### Sponsor

FLICC

### Information

Call FLICC (202) 707-4813  
TTY (202) 707-4995  
Request ADA  
Accommodations five  
business days in advance  
at [ADA@loc.gov](mailto:ADA@loc.gov).

### Registration

\$195 for FT accounts/\$210  
for non/FT)  
[http://www.loc.gov/flicc/  
feveform.html](http://www.loc.gov/flicc/feveform.html).

### Cancellations

Please notify FLICC at  
(202) 707-4813 prior to  
the start of an educational  
program or the full fee will  
be charged.

Learn how to take charge, create enthusiasm and energy- and make every meeting matter. By applying AMA's PEARLS Method, Purpose, Expectations, Agenda, Resources, Limits and Scope, attendees will learn about common pitfalls, meeting types, ground rules, active participation and positive evaluation. This seminar will show you ways to structure your meetings and use proven techniques to

- ~ Develop a goals-focused and realistic agenda.
- ~ Increase the effective use of business resources.
- ~ Improve intra-organizational communication and bolster morale.
- ~ Lead and facilitate face-to-face and remote meetings.
- ~ Encourage and increase participation by all attendees.

**Save 37 percent off the regular price!**

FLICC is pleased to sponsor this American Management Association program at a reduced price for federal librarians and technicians. The American Management Association is a world leader in professional development, advancing the skills of individuals, teams, organizations and government agencies. With over 85 years of experience delivering 140+ training seminars throughout the country, AMA has refined their training programs to meet today's challenges.

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