

## Meeting Management Self-Test

If you answer NO to 1 or more of these questions, The <a href="#">Training AdvantEdge</a> has a workshop for you.		YES	NO
1.	Are the meetings you chair or attend productive?		
2.	Do you understand the role of a meeting chair or leader?		
3.	Do you understand how participants can add to or detract from the effectiveness of a meeting?		
4.	Do you have effective techniques to deal with the problem situations that arise in many meetings?		
5.	Do you have a good understanding of basic meeting procedures?		