

ULearnIT Featured Resource

Planning Meetings Fit for Purpose

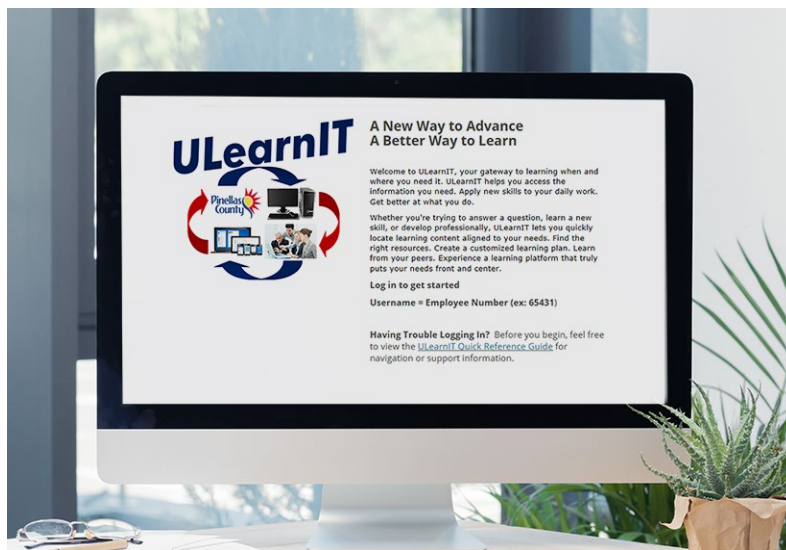
Have you ever yawned your way through a presentation or meeting, and left feeling like it was a waste of your time? Maybe the meeting wasn't relevant to you or it wasn't presenting the information in an engaging way. Meetings are among the most expensive forms of communication, so it's essential to make the investment worthwhile.

In this course, you'll discover a process for preparing effective meetings by establishing a clear purpose and objectives. With the right people and agenda, and solid prep work, you're nearly there! If you struggle to start meetings on the right note, this course can help you get the most out of them, saving you valuable time.

20 minutes

[Link to the Featured Resource](#)

Click the link, log into ULearnIT, and you will go directly to the featured resource.



Log in to ULearnIT at <http://ULearnIT.skillport.com>

User Name = **Employee ID Number**

First login password = **Welcome1**

Human Resources
Helping U Succeed

10/01/20