



HSC WORKSHOP SERIES

A Program of the Human Services Coalition



NEW! FACILITATING MEETINGS THAT GET RESULTS

with **Sheri Mahaney**

Tuesday, December 4, 2018

9:00 am – 12:00 pm

Fee \$70, includes light refreshments

REGISTER ONLINE at www.hsctc.org/workshops

**Borg Warner Conference Room, Tompkins County Public Library,
E. Green St. at S. Cayuga St., Ithaca** ([driving and access directions below](#))

Presented by the Human Services Coalition

Co-sponsored by the Tompkins County Public Library

Meetings are a necessary part of our daily work lives. However, all too often, the meeting experience for many of us is a negative one. We have been involved in bad meetings that drag on, people talking over one another, tempers running high and no decisions getting made. In the end, you wonder why you even took the time to be there.

Developing facilitation skills as a leader of a group is powerful in setting the stage for an enjoyable and productive meeting. Good meeting facilitation can create an environment where productive discussion occurs, innovative ideas develop, and ultimately, decisions are reached. When participants are engaged and their involvement matters, they can be inspired to do even more.

Attendees will:

- ✓ Learn the key components of a well facilitated meeting
- ✓ Learn the difference between the roles of meeting chair and facilitator
- ✓ Understand how to manage different personalities in work groups and keep the meeting – and it's participants -- on track
- ✓ Learn key facilitation skills such as creating trust, developing ground rules, managing conflict and engaging the group to take ownership
- ✓ Learn how to improve your effectiveness as a meeting facilitator

About the Presenter

Sheri Mahaney has worked as a therapist, career counselor, supervisor, mentor, group facilitator, and consultant throughout her career in the social services and higher education fields over the past 30 years. In that time, she has assisted thousands of clients and staff on interpersonal communication topics through workshops and retreats utilizing her expert knowledge of human behavior and the impact of personality differences on daily human interactions. She is a Nationally Certified Counselor, a qualified interpreter of the Myers-Briggs assessment and has teaching certification for the StrengthsQuest assessment. Sheri holds a B.S. degree in Human Development & Family Studies from Cornell University and a Masters in Social Work, occupational social work concentration, from Syracuse University.

Registration and Payment

Register online at www.hsctc.org/workshops. If you are unable to register and pay online please call 607-273-8686 or email registration@hsctc.org.

Cancellation Policy

All registration sales are final - we are unable to refund or transfer fees onto a different workshop for missed sessions. At times a workshop may be cancelled due to inclement weather or other issues. If this occurs, we will post the cancellation on our website: www.hsctc.org/workshops, email all registered participants, and refund any prepaid fees. If you plan to walk-in, please check our website for the most up-to-date information prior to attending.

Scholarships

Limited scholarships are available to agencies whose non-profit board and staff members cannot attend without one. To request a scholarship, email: registration@hsctc.org in advance of the workshop.

Snacks

Coffee, other drinks, and snacks are provided at all workshops; lunch is not provided. Attendees at sessions in the Borg Warner Room may leave and eat lunch on the beautiful Ithaca Commons.

Special Needs

Please notify us if you have any special needs; the Coalition wishes to make its workshops accessible to everyone.

For the comfort of everyone, HSC workshops are fragrance free. We appreciate your cooperation.

Driving and access

The Library is located in downtown Ithaca on the corner of East Green and South Cayuga Streets.

Directions for accessing the Library

The Library does not open its Main door until 9:30 am, so walk to the northeast corner of the building opposite the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

Driving Directions

From North or South on Rt. 13 or 34: Proceed to Green Street in downtown Ithaca. Turn East (toward Cornell and downtown) on Green Street. Proceed approximately six blocks to Cayuga St, take a right turn and proceed as below.

From South on Rt. 96b: Proceed down hill on Aurora Street to East Clinton Street.

Turn left and proceed to Cayuga Street. Turn right on Cayuga Street and proceed as below.

From East on Rt. 79 or 366: Proceed to downtown on State St hill and veer right onto Seneca St at the bottom of the hill. Stay in the left lane of Seneca St until you come to Cayuga St. Turn left on Cayuga St and proceed as below.

From West on Rt. 79, 96 or 89: Proceed east to Fulton St. Turn right on Fulton St and stay in the left lane. Turn left on Green St and proceed about seven blocks to Cayuga Street. Turn right and proceed as below.

From all directions: Park in the Cayuga St. parking garage behind the Library and across from the Hotel Ithaca, or in the Green St. garage (entrance is past the "Pay and Display" and after the Cinemapolis sign on the left) diagonally across from the Library. Please note that "Pay and Display" parking is an option but the cost is twice that of the Green St. or Cayuga St. garages. The Library does not open the main door until 9:30 am, so go to the northeast corner of the Library building next to the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

Accessible Parking

We recommend parking on the first floor (it's actually the second floor of the structure) of the Green Street parking garage near the lime green wall labeled "Green Street." There is an elevator that will take you down to the ground floor which outlets at the crosswalk on Green Street. Cross the street, turn right and it's a short distance to the northeast corner of the library, next TCAT's Green Street Station. Enter at the door under the green canopy. The Borg Warner room is immediately on your right. If the accessible parking spots are taken near the elevator you can also go one floor up and there are more spaces next to the elevator on the roof.

The Coalition is a United Way agency.