



“Fake News around Meeting Procedures.”

As Toastmasters, you have an opportunity to develop your leadership and communication skills in business meetings. Knowing the proper meeting procedures is essential for effective and efficient meetings! Join your fellow Toastmasters in this fun, interactive session and take this opportunity to learn about the misunderstood and misused motions and avoid making common communication mistakes at future meetings. Attendees will be invited to participate in discussion, Q & A, and exercises throughout the presentation.

Diana Bacon

Diana Bacon is a professional parliamentarian, speaker and trainer. While earning a master’s degree in business administration, she was introduced to Robert’s Rules of Order and learned that there was a better way to conduct meetings. She now works professionally as a parliamentarian for annual general meetings, provides customized presentations, delivers leadership development training programs, and consults on bylaw amendments. She is a member of the National Association of Parliamentarians. For free tips, handouts, and to learn the way to better meetings, sign up for the GO blog, at www.GovernanceOptimizer.com .