Preparing for Effective Meetings & Difficult Conversations

Productive meetings are a result of preparation and relationship building. Public officials manage relationships with other elected and appointed officials within the courthouse, and deal with constituent and community issues needing their leadership outside of the courthouse. Join CCAO for a webinar on “Preparing for Effective Meetings and Difficult Conversations” to learn how to manage great meetings and set the tone for civility.

Our speakers will discuss creating an infrastructure for the execution of effective meetings of any size. Topics to be covered include:

- Meeting Elements: Agenda Building, Role Assignments & Ground Rules
- Leading with Respect & Civil Discourse: Active Listening and Planning for Conflict
- Frequent Challenges & Building Common Ground: Internal and Public Communications, Sunshine Laws & Collective Learning

Speakers:

**Hamilton County Commissioner Denise Driehaus** is a lifelong resident of Hamilton County. Prior to her election as a commissioner, Denise served four terms representing the 31st District in the Ohio House of Representatives. As a legislator, she brought a collaborative and bipartisan approach to pass laws relating to education, job creation and the opioid crisis. Denise serves as a civility facilitator for the National Institute for Civil Discourse (NICD).

**Lauren J. Litton** is a social justice consultant and serves as the Ohio Coordinator of NICD’s Initiative to Revive Civility. For more than 20 years, she has worked on human rights issues. Prior to consulting, Lauren worked as a program manager at the National Council of Juvenile and Family Court Judges, ran a legal services program for survivors of domestic violence and their children and was a county prosecutor.

Webinar participants may pose questions throughout the presentation. [Click here](#) to register for this exceptional educational opportunity.

For registration assistance, please email [Mandi Fuerst](#), CCAO administrative assistant, and provide her with your email address. For additional information regarding the topic for this webinar, please contact [Kate Neithammer](#), CCAO policy analyst.