

**ShirleyFineLee.com**  
**Meeting Wizard**



Meeting Facilitation  
Team Building  
Time Management



**Business Topics in this email: Meeting Mgmt, Team Building, ISD**

Please note: I recently refreshed my mailing list to include some ATD contacts so you could take advantage of the offerings in this email. If you were put on this list and do not want future newsletters, please feel free to unsubscribe via link at bottom of this email.

In my first 2016 [newsletter](#), I mentioned I was planning some changes. I am streamlining product and service offerings. This means I am cleaning out my office and storage. You must be thinking “Good for you! So, what’s in it for me?” Read on to find out.

**Does your organization need to learn how to better run meetings?** If yes and you do not know where to start, I can facilitate meeting training for you or do consulting/coaching. If yes – but you prefer to D-I-Y, then you may be interested in a facilitation kit (PowerPoint slides and facilitator guide) for only \$50 if bought after purchasing 20 student books. The student books are [RARA A Meeting Wizard's Approach](#). You can order them on-line at regular price and have them shipped FREE to you. Or if you want to pick-up some books for immediate use, I may be able to offer a discount over the on-line price so call me to discuss. Once you have the student books, I can email and bill you for the facilitator kit.

**Do your existing teams need team-building?** If yes, what type of team-building are you looking for? If you “just wanna have fun,” events I plan include a little fun but they are primarily [learning opportunities](#). I offer consulting and planning towards [team-building events](#) where your teams will learn how to work together through concepts taught in the [training](#) I offer. You may also want to check out recommended [team-building](#) books in my bookstore. FREE team-building resources that you may want to review are [blog posts](#) or [on-line articles](#) I have written. Feel free to share links to any of these with your teams and their leaders.

**Does your organization start new teams or assign them short-term projects?** If want to facilitate new teams to start the right way or your existing teams want yearly D-I-Y strategy, check out [Team Building Primer: A Start-up Guide for Developing Effective Teams, Committees, and Other Groups](#). For teams that occasionally do special project, but do not need full project management, check out [OPIE Project Planning and Implementation for Teams](#). Both books will be featured as a **Kindle Deal starting February 29 at 49% OFF** through March 6. Do not miss it!

**Do you do instructional design/development (ISD) or training evaluation/survey for your organization?** If yes, I may have reference materials you could use. I am willing to give these books FREE to anyone who wants to come by to pick them up. If you are interested, send me an [email](#) to find out what book titles I have so you can check the titles on-line to see what you might use.

Regards,  
Shirley Lee