



Certificate of Completion

is hereby granted to:

Nohri, Khalilullah

Course: Stay Focused in Meetings

Author: Vado

Date: 02 Jul 2020

Duration: 10 minutes

Topics Covered in Course: Meetings are a part of work. We all attend them. Some we enjoy, others we don't. So the challenge we face from time to time is learning how to stay focused and engaged in every meeting we attend. While we'd like to think we're always present and actively engaged, we know that's not always the case. Yet being able to focus is good for us and for our career. It's important others see us as contributors and valuable team members, and not as individuals who may or may not participate.

While there are a number of techniques that consistently help people stay focused and engaged in meetings, the key for each of us is to identify the techniques that work well for us. This course provides specific techniques you can select from to help you increase your meeting focus and become a consistent contributing meeting member.

By completing this course, you will:

Certificate # 8ae90119-ba44-4bf5-a944-fb152064a1eb.51781df5-a925-d517-81df-5a9262331141

- Know how to stay focused in meetings