



EFFECTIVE MEETINGS: COURSE INSTRUCTIONS

Please read below for step-by-step instructions on how to log on and take our Effective Meetings Course:

1. Log on to The Leadership Institute's website (www.theleadershipinstitute-wwp.org)
2. Click "Skip Intro" or "Enter Site"
3. Go to the "My Profile" tab at the top of the site
4. Create your account (don't forget to accept the terms and conditions)
5. Click the "Features" tab at the top of the site
6. Click "Effective Meetings" on the upper left hand side
7. Go to "Courseware" on the right hand side
8. Take the course (click all 8 tabs from pre-quiz- evaluation). It should take you approximately 30 - 45 minutes to complete all course components.
9. Make sure to take note of the Tools and Additional Resources located directly under the courseware

If you have any problems regarding this process or with the courseware, do not hesitate to contact us at info@theleadershipinstitute-wwp.org.