

Plan & Manage Meetings



Training for Learning Co.
Realise your potential



Overview: The one day workshop explores best practice meeting management and explores the procedures to become an effective chair or meeting manager. Identifying the planning and preparation which makes meetings flow and achieve successful outcomes.

Aim: To enable participants to develop an effective plan for running meetings and managing the recording of minutes and using formal meeting procedures.

Topics:

- Concept of group dynamics
- Functions & roles within a meeting
- Role of the agenda
- Order of business
- Purpose of minutes
- Minutes as a legal document
- Role of the minute secretary
- Motions, resolutions & objections
- Practical applications - case study from the workplace

Presented by Helene Bentley

Helene has been conducting training for the past 18 years, both in Australia and South Africa. She holds her Diploma of Vocational Education Training and Training Design & Development. She is a competent author and instructional designer. Helene also lectures in law studies with University of SA. Her talent to offer participants practical examples and case studies has ensured the training is maximised for the business operation.



Presented by Judy Fargher

Judy is an experienced people manager, working with small and large groups, training them to develop skills in morale, corporate and personal style management. She is a skilled communicator and her training in verbal and written communication ensures all participants experience realistic case studies and work related activities in the training environment. She is qualified with her Certificate IV in Training & Assessment TAE 40110; she holds a Diploma of Teaching and a Diploma of Retail Management.



Course enquiries please call Di Casey on 08 82270310 or email di@trainingforlearning.com