

Running Successful Meetings

Objective

The objective of this course is to assist participants in running effective and efficient meetings. Additionally this course provides participants with an understanding of official meeting procedures and processes.

Course Content

- Agenda design for efficiency
- Minute taking
- Motions/proposals/votes
- Action items
- Control of meeting

This workshop can be customised for your individual business needs.

Delivery Information

Duration: 1/2 Day

Learning Outcomes

By the end of this training the participant should be able to:

- Initiate a meeting
- Prepare for a meeting
- Develop and modify meeting templates
- Understand meeting protocol
- Run more efficient and productive meetings.

Investment

\$195 TCCI member

\$295 non member

More Information?

Call today to discuss your training needs including onsite or customised delivery or email training@tcci.com.au.