



NDA

TRAINING TASMANIA

nurture - develop - achieve

Conducting Successful Meetings

Course Cost

\$ 395

Duration

1 Day

Locations

- Hobart
- Launceston

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBOPS405 – Organise business meetings

BSBTWK503 – Manage meetings (with post-course work)

Prerequisites

There are no pre-requisites for this course.

Course Objectives

This course is designed to give participants the tools to initiate and manage meetings.

Participants will learn the skills in planning and implementing a successful meeting, and will explore how to reduce waste and make meetings more efficient.

Learning Outcomes

- Plan and organise business meetings effectively
- Prepare for meetings
- Open a meeting effectively
- Manage meetings
- Close a meeting effectively
- Manage formal meetings

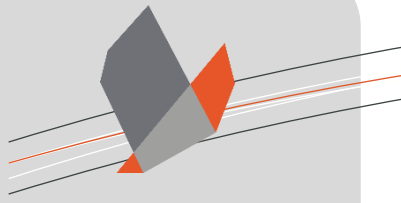
Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: \$195



nurture - develop - achieve

Conducting Successful Meetings Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Planning and Preparing

- Identifying the Participants, Meeting Type and Purpose
- Do you Really Need a Meeting?
- Identifying the Required Outcome
- Choosing the Time, Place and Venue
- Creating the Agenda
- Some Agenda Tips
- Gathering Materials
- Sending Invitations
- Making Logistical Arrangements

Setting up the Meeting Space

- The Basic Essentials
- The Extra Touches
- Choosing a Physical Arrangement

Electronic Options

- Overview of Choices Available
- Things to Consider
- PowerPoint
- Internet
- Making a Final Decision

Meeting Roles and Responsibilities

- The Chairperson
- The Minute Taker
- The Attendees
- Variations for Large and Small Meetings

Chairing a Meeting

- Getting Off on the Right Foot
- The Role of the Agenda
- Using a Parking Lot
- Keeping the Meeting on Track
- Assess the People in the Meeting
- Manage Outspoken Characters
- Manage Reticent Characters
- Off on a Tangent Characters
- Structure and Manage the Meeting
- Summarise Regularly
- Find WIN/Win Solutions and Outcomes
- Making Positive Meeting Points
- Disruptions: Running in and Out
- Disruptions: Phone Ringing
- Some Typical Meeting Problems
- Dealing with Overtime
- The Closing Phase
- Summarise and Record Decisions
- Close the Meeting Strongly
- Audit the Success of Each Meeting
- Taking Minutes
- What are Minutes?
- A Take-Home Template
- Formal meetings
- The Chairperson
- The Secretary
- The Treasurer
- The conduct of meetings
- Sample meeting, agenda and minutes
- Meeting roles exercise
- Managing formal meetings
- The Constitution
- Motions and Points of Order
- Roles – Chairperson, Secretary, Treasurer
- The conduct of formal meetings