



## Conducting Meeting & Taking Minutes

### Aim

This short course will appeal to anybody that is associated with community or sporting clubs, managers and business leaders. Planning & conducting a meeting is a skill which follows a process and ensures all those involved are clear on the roles, responsibilities and functions.

### Agenda

- Writing minutes, clarification of terminology & order
- Information and additional facts to be reported
- The 5 principle factor.
- The minute book and the process

### Resources

- Participant's manual with worksheets and glossary

### Length

1 Day Workshop

### Location

First Floor, 186 Hutt Street,  
Adelaide SA, 5000

Or In-House For Staff Development

### Pre-requisite

None

### Class Size

8-12 per class

### Trainers

Catherine Logue  
Julie Clifford

### Dates

By Appointment



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