



Plan & Manage Meetings Conduct Meetings & Taking Minutes

Aim

This course will appeal to anybody that is associated with community or sporting clubs, managers or business leaders to plan and develop effective meetings and managing the recording of minutes using formal meeting procedures.

Agenda

- Concept of group dynamics
- Role of the agenda
- Order of business
- Purpose of minutes
- Minutes as a legal document
- Role of the secretary
- Motions resolutions and objections
- The minute book and the process

Resources

- Manual
- Samples to assist in the development of the standard procedure

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

Please enquire



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