

Organise meetings

Nationally Endorsed Industry Competency
Organise meetings—BSBADM405

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

4 hours

Cost

\$325 GST- Exempt
Includes \$45 training manual

Who should attend?

- Administrative staff, PA's, receptionists, coordinators
- Fundraising officers, writers, editors, publication coordinator analysts
- Legal assistants, project/operation officers
- Anyone trying to improve the quality of their minutes

CONTENT

Section 1:

- Description of various types of meetings and the roles of the people who attend them

Section 2:

- Differentiate between your activities at the formal vs. an informal meeting

Section 3:

- Have checklist of the key things a minute taker should arrange before, during and after a meeting

Section 4:

- Know how a basic meeting should run and how it achieves its objectives

Section 5:

- Appreciate the objectives of the notice of a meeting, write an effective notice and outline guidelines of distributing Notice of Meetings

Section 6:

- Understand how to prepare a meeting agenda and know the guidelines for compiling and distributing effective agendas

Section 7:

- Be familiar with preparation of various types of minutes and have practical guidelines for effective minute taking

Section 8:

- Demonstrate effective minutes taking skills, practiced in a structured role-play situation

Section 9:

- Understand the most commonly used meeting terminology and jargon

Section 10:

- Be familiar with the working of formal meetings, such as Annual General Meetings and the role of a minute taker at these meetings

COURSE OUTLINE

COURSE OUTLINE



For bookings contact:

Tel: (08) 8941 2344
Fax: (08) 8941 0141
Training@dhrc.com
www.dhrca.com

Suite 2/2 Shepherd Street, Darwin
GPO Box 1815, Darwin, NT 0801
RTO # 6893

V3.0