

Meetings, both formal and informal, are essential to ensure an organisation achieves its goals and objectives. Formal meetings are governed by rules, whereas informal meetings have very little structure. If you are the one responsible for organising the meeting or if you are the person who supports them some essential skills are required to ensure the meetings success.

The course at a glance:

What will I achieve from this course? You will:

Know how to make meeting arrangements by

- Identifying the type of meeting and its purpose
- Identifying and complying with any legal or ethical requirements
- Identifying the requirements of meeting and participants
- Making meeting arrangements in accordance with requirements of the meeting
- Advising participants of meeting details

Prepare documentation for meetings by:

- Preparing a notice of the meeting, an agenda and meeting papers in accordance with meeting requirements
- Checking documentation for accuracy and correct any errors
- Distributing documentation to participants within designated time lines
- Preparing spare sets of documents

Record and produce minutes of meeting by:

- Taking notes with the required speed and accuracy to ensure an accurate record of the meeting
- Producing minutes that reflect a true and accurate account of the meeting
- Checking minutes for accuracy and submit for approval by the nominated person
- Despatching copies of minutes within designated time lines

Completion of this course leads to achievement of the following Unit of Competency:
BSBADM405B Organise meetings

How long will this course take?

- This course is delivered over two 4-hour sessions.
Please see the course schedule for dates.
- On completion you will receive a Certificate of Participation.

