

***'It is our actual experience which makes the difference to the training.'***

## **Meaningful Meetings Made Easy**

*Half-day and one-day workshops available*

Meetings are an inescapable part of all our working lives but they don't have to be something you dread! This course focuses on practical strategies for planning, running and evaluating face-to-face, blended and virtual meetings to ensure they are fit-for-purpose and a productive use of time. You'll develop the skills you need in your meetings tool box to produce professional agendas, action-items and minutes for a variety of meeting types and formats. You'll also learn our top troubleshooting tips for dealing with contentious issues and unwanted behaviours.

Improving your meeting skills won't just help you in the job you're in now – they'll benefit you right throughout your working life. People who manage meetings well get noticed, are given more opportunities and responsibilities, and are often able to build on their successes and progress further and faster in their career, using their advanced communication skills to influence outcomes and achieve positive results.

This is not a 'one-size fits all' course. It can be tailored to suit the specific needs of your organisation and/or groups of participants (e.g. junior, intermediate or senior level staff)), as needed.

### ***Learning outcomes***

In this course, you will learn how to:

- Plan meetings to achieve their intended purpose – including developing objectives and agenda items collaboratively with colleagues and stakeholders
- Follow appropriate protocols and procedures to run smooth, professional and inclusive meetings
- Engage and energise participants by adding value and interest to your meetings
- Develop appropriate action items that ensure your meetings are relevant and productive
- Keep professional records of your meetings
- Evaluate the success of your meetings.

### ***Meeting tool box options also available:***

Procedural motions, amendments, points of order, voting, constitutions, AGM's etc...

As with all our ACIM short courses, this is a very interactive program. Our facilitators use well-paced presentations, practical group activities and discussions, and individual planning exercises to help you stay focused and engaged right throughout your training. You'll also be given useful templates to keep and use after the workshop.

### ***How can you put your new skills to good use?***

This course is designed to be hands-on and practical so you can apply your new skills at work and benefit from them immediately. In particular, it will help you to improve your planning, communication, collaboration, strategic thinking and evaluation skills.

*Check out our website for course dates and locations.*

*Tailored programs for specific organisations are also available.*

*For more information, please email: [contact@acimsolutions.com.au](mailto:contact@acimsolutions.com.au)*