

# Effective Meeting Management

The essential course for all P.A's, Receptionists, Office Administrators, Secretaries, Committee/Trust members

- Recognise why meetings fail
- Identify the critical requirements for effective meeting management
- Effective agenda formulation to ensure topic coverage in a timely manner
- Effective chairing of meetings including;
- Keeping the meeting to time
- Handling different personalities
- Getting and agreeing to decisions
- Covering pre and post meeting preparation
- Ensure minutes that capture main points and actions succinctly

**WHEN:** Weds 16th March  
9am-4.30pm

**WHERE:** TBC  
Papamoa

**COST:** \$350 + GST per person  
includes morning /  
afternoon tea and lunch.

## **About THE FACILITATOR**

Robyn Bennett is the director of Team Link Training Ltd, a business that provides training in office administration to individuals interested in a professional administrative career. Team Link Training Ltd's courses are in demand throughout New Zealand with courses being run through The University of Auckland, Victoria University (Wellington), Canterbury Employers' Chamber of Commerce and NZIM Southern. Robyn is known for her interactive and fun training style ensuring at the same time participants are learning and increasing their skills and knowledge. More recently Robyn's reputation and experience has taken her further afield into the international arena.

From 2000-2004 Robyn ran a successful secretarial business. Before that she worked in a number of secretarial roles supporting senior management including working with Ngai Tahu Iwi.

Limited spaces available. Contact us at Pacific Admin to book your place before 7th March 2011 on

**P: 07 542 9055, email: [lieska@slgroup.co.nz](mailto:lieska@slgroup.co.nz)**

