

# HOW TO HAVE EFFECTIVE MEETINGS

Workshop - 3 hours	\$215.00 plus gst
One-to-one training (per hour)	\$180.00 plus gst

In today's modern business world, the old method of meetings is not as effective as it once was. With the pace of business accelerating, emails and the internet, and conflicting priorities and distractions, it is difficult to make meetings work in the modern working environment. This programme aims to overcome common problems encountered when making meetings effective.

Unfortunately many managers and teams have abandoned the idea of meetings in preference to email and other electronic means of communication. In many circumstances this has proved disastrous for team effectiveness and morale and contributed significantly to people management problems.

## WHO SHOULD ATTEND:

- ▶ Managers and staff who lead, organise or are key participants in work meetings
- ▶ People who organise and convene meetings

## BENEFITS:

- ▶ You will have a practical plan to improve meeting effectiveness
- ▶ Understand the role meetings play in the modern workplace
- ▶ Co-workers and colleagues will rave about "how much better" your meetings are

## TOPICS:

At the completion of this workshop you will be able to:-

- ▶ Use resources and tips to make your meetings more effective
- ▶ Involve your team members in meeting preparation and management
- ▶ Have a plan for meetings for your team for the year

## REGISTRATIONS:

Contact Natalie on 869-1445

Email: [gistraining@bdo.co.nz](mailto:gistraining@bdo.co.nz)

Online: [www.buseducation.com](http://www.buseducation.com)

## IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

## CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.