

Managing meetings

Course description

Does your group or committee find it difficult to come to agreements and make decisions? This course aims to give you the knowledge to help you make your meetings more effective and save you time. Ideal for new or inexperienced committee officers who would like to develop some skills in this area.

What level is this course for and who should attend?

Levels 1 and 2

Third sector, public or private organisations

What will participants learn?

- Understand what makes a successful meeting
- The role of the Chair
- How to use minutes and agendas
- Handling disagreements and making decisions

What else do I need to know?

Time: 9.30am - 1pm

Date: Tuesday 28 September 2010

Refreshments: Tea/coffee

Facilitators: NCVS Group Development Team

Costs: Nottingham city groups - £25
Public/private - £50

Book now - 3 options

Call 0115 934 8400 or

Email training@nottinghamcvs.co.uk or

Download our application form:

http://www.nottinghamcvs.co.uk/training/ncvs/Booking_form.doc