

Committee Control

Plan of action

Do you feel you require more structure in your committee meetings? Do you feel your meetings need to be more productive? This program will help committees achieve their desired outcomes successfully and learn key skills to effectively solve issues and get better decisions.

Key Learning Outcomes

At the conclusion of this program participants will possess the skills to:

- Add safety concerns
- Set clearer reporting lines
- Clarify roles
- Remove ambiguity
- Add more structure to meetings
- Follow the set agenda
- Distribute the agenda to everyone prior to the meeting
- Ensure the agenda is clearly communicated to committee members
- Allow everyone to get a fair chance to share opinions
- Adopt active listening skills
- Objectively examine every option
- Systematically and logically formulate the conclusion
- Make sure the chairperson is fair and decisive
- Acquire fast and effective decision making skills

Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- Ideal group size 4 - 10 participants
- Venue For your convenience, you can choose to conduct this program at your premises. Alternatively, we can provide a training venue at a small additional cost
- Duration This program can be conducted as a one day or half day program
- Cost Price on request

If you would like more information on this training program, please contact:

Preferred Training Networks on 1300 323 752

Email: Deborah ddear@preftrain.com.au or visit our website today

www.preftrain.com.au