



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

CHAIRING MEETINGS IN LOCAL GOVERNMENT - 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>Any staff member who requires skills in organising and managing Executive level or Council meetings.</p> <p>This training course is designed to give you the tools you need to initiate and manage your high-level meetings. You will learn planning and leading techniques that will give you the confidence to run a meeting that will engage your attendees and meet legislative requirements.</p>	<ul style="list-style-type: none"> • planning and preparing • identifying participants, venue, time • creating agendas • setting up the meeting space • meeting roles and responsibilities • chairing a meeting • dealing with disruptions • taking minutes • making the most of your meetings 	<p>Participants will gain improved meeting management skills including how best to plan and action such an event, ensuring the smooth and accurate running of a meeting. By the end of this workshop, participants will know how to plan and prepare, action and close an effective council or executive meeting.</p>



COURSE DETAILS	
Delivery	Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions. Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.
Duration and Location	Our standard structure for this workshop is 1 day and can be delivered in any metropolitan or regional area of Queensland. Customisation is available based on individual council requirements.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

**REGISTER NOW
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FIND OUT MORE
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