

# Effective Meetings

A common description of a meeting is 'something that takes minutes, but wastes hours'. This workshop has been designed to prevent that wasted time by increasing the effectiveness of those that attend meetings, whether they be the 'Chairman', 'Secretary' or 'Member'.

Workshop content:

- What is a meeting?
- Why have meetings?
- Roles and responsibilities of:
  - Chairman
  - Secretary
  - Members.
- What needs to be done:
  - Before
  - During
  - After.
- Practical application of learning.

Workshop duration: 1 day