



# Organising and Running Result-Driven Meetings

Quality Training Course brought to you by CBM Training, a SETA accredited training company, in association with the **RMI**

## Cost:

R 895 excl VAT

## Duration:

1 Day

## Dates:

21 Apr 2016 - CT  
19 May 2016 - DBN  
22 June 2016 - PTA

Do you know what needs to be done before you even call a meeting? What to do when you start a meeting? What to do during and after a meeting to ensure that it is truly effective. Attend this dynamic one day course and learn how to run meetings that actually produce positive results.

### Key learning areas covered during this workshop include:

- Understanding meeting agendas - why have them and how to develop them
- Encouraging people to share their ideas – how to get input from everybody
- Dealing with Competing Conversations tactfully in your meetings
- Using closure to keep on track and move through the agenda in the time you have
- Turning ideas in to action! – Summing up nitty-gritties to drive follow-through from everyone
- Keeping Records and making meeting follow-ups work – creating a culture of accountability

## Part of the NEW

Pit-stop Series of  
affordable 1 day  
workshops



## Booking details

- If you would like to book or would like more information, please Contact Candice at CBM Training on 011 454 5505 or [candice@cbm-training.co.za](mailto:candice@cbm-training.co.za).
- Download the CBM registration form to book, click [here](#)
- For more information on the course, click [here](#)
- If you have 15 or more delegates we can offer you an onsite training session where we can come to you.
- Please contact Jenine at CBM Training on 011 454 5505 or [jenine@cbm-training.co.za](mailto:jenine@cbm-training.co.za) for more information.