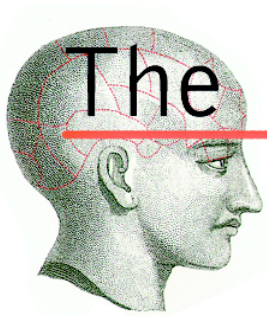


Tomorrow's Meeting

How to get the most out of your meetings

SPIRITUAL
HUMAN
MENTAL
FINANCIAL
EMOTIONAL
SOCIAL
PHYSICAL
NATURAL



The Right Mind
Right Mind ®
Right Mind

About the program

Not another Meeting you say. It is because:

- We just seem to go around in circles
- Have a team leader who intimidates us
 - We are not listened to
- We seem to be in the blame game
- Have too many emotions to deal with
- Have team leaders or members who are unable to face up to the facts

Learn how to effectively chair or facilitate a meeting.

This program will equip you to maximise your ability to effectively deliver the message to teams and large groups.

This hands-on, dynamic and practical one-day course looks the basics of our communications.

Who should attend?

- Team leaders and group leaders
- Meeting facilitators
- Project managers

Program overview

Our processes provide participants with an increased awareness of effective meeting procedures, roles and responsibilities, as well as an understanding of different communication options and styles that assist participants in obtaining more effective results for their time and effort.

In addition, it looks at the styles of decision-making organisation's adopts and shows ways of managing these styles.

As with all our work the workshop has an uncompromising focus on developing the capacity of the participants to be resourceful when chairing or facilitating a meeting.

The foundation to this will be the uptake of core knowledge blended with the appropriate attitudinal shift. Providing an effective support or follow-up framework, through a blend of coaching, team learning, group support or the use of associated networks will be essential to enable individuals and groups to become sufficiently skilled to implement the strategies and practices necessary to achieve the results they are seeking.

Core topics for the day

Meeting conduct

- Planning and hosting meetings
- Meeting procedures and good governance
- Structuring group activities for effectiveness
- Roles and responsibilities – chairman, office bearers, members etc
- Who to involve – team, part team or selected individuals

Follow-through

- Managing outcomes

Behaviours

- Dealing with differing opinions, personalities and behaviours
- Defining communication
- Art of listening
- Tools and techniques for generating ideas
- Controlling individual and group behaviour
- Managing difficult conversations
- Achieving agreed outcomes

The key skills you will take away from this program are:

<ul style="list-style-type: none">➤ Meeting protocols that work with accountability➤ Structuring each meeting to ensure the outcomes meet the purpose of the meeting➤ Ability to identify behavior and discussion that is adding value as opposed to just being 'interesting'	<ul style="list-style-type: none">➤ Planning to succeed before you begin➤ How to handle high emotional states - yours and theirs➤ Identify 'personal agendas' and ensure they do not over ride meeting purpose
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Public Program Fees

	Course Fee	GST	Total
First (or only) participant (rate for single participants or first when multiple participants from same organisation attend the same program)	\$541	\$54	\$595
Multiple registrations (Second and subsequent participants from same organisation attending the same program)	\$450	\$45	\$495

In-house Programs

We conduct in-house programs for businesses and organisations. Fees depend on the location and number of people in attendance. Please contact us for further information.

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