



capability

Megan J Buntine Consulting Services

Meetings Made Manageable

Helping you to run better meetings

IMPROVING LIVES THROUGH THE WORK WE DO

No one enjoys suffering through poorly-run meetings or meetings that go on for hours and hours and hours. Meetings like these waste valuable time and they are a sure-fire way to put people off being actively involved in our community organisations!

If this is what your meetings sometimes feels like, you have probably already noticed people starting to tune out... or just not coming along at all. And unfortunately far too many meetings are like this. But it doesn't have to be that way! With some simple, easy-to-follow tips and tricks, anyone can run great meetings!



MEETINGS MADE MANAGEABLE

Meetings Made Manageable has been created as the simple solution to help you to run more enjoyable, more effective, and more efficient meetings

The '**Meetings Made Manageable**' program explores the key aspects of ensuring more successful meetings, including:

- The meeting requirements of your organisation.
- Setting yourself up to succeed: Good Preparation
- Running great meetings
- Formal meeting processes
- What happens next? " Action and follow-ups



This session is for everyone who is currently involved in running meetings or has an interest in doing so in the future. It can be delivered just for your group, or for individuals from many different groups coming together – whatever best meets your needs!

So if you or someone you know needs this program, contact us to find out more!

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Helping you to have a great meetings!

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