



MEETINGS MADE MANAGEABLE

Helping you to run better meetings

PREPARATION - DELIVERY - FOLLOW UP

Meetings are effectively the engine room of running the business of our not-for-profit organisations. So it is critical they are as effective and as efficient as they can be.

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 on Boards and Committees.

Meetings Made Manageable shows you how to set the scene for a great meeting, how to make sure it runs smoothly and to time, and how to follow up effectively to ensure your organisation keeps moving forward.



capability

Megan J Buntine Consulting Services

About **Megan J Buntine Consulting Services**



Megan J Buntine Consulting Services is an owner-led consultancy practice that works to improve the capability of organisations and individuals.

"Through my knowledge, my skills, my experience, and my connections, I support the governing bodies and senior staff of all sorts of organisations to build greater governance, leadership and strategic capabilities, so they can deliver better supports and services to their stakeholders".

Megan Buntine

Megan has worked and volunteered across the human services and broader not-for-profit sectors for more than 30 years, as well as running her own businesses over the past 20 years.

She writes and speaks on a range of topics for a variety of audiences.

She particularly specialises in helping organisations with:

- Good Governance
- Strategic Planning
- Executive Coaching
- Board Mentoring
- Succession Planning
- Board Development
- Effective Leadership
- Compliance Management
- Board Evaluations
- Quality Improvement
- Risk Audits
- Tailored Training

The simple solution to help you run more **enjoyable**, more **effective**, and more **efficient** meetings

THIS SESSION COVERS:



How to best prepare for your meetings to maximise their effectiveness



How to manage your meetings so they are a productive and positive experience for all



What to do after your meetings so they have the greatest impact

Contact Megan to find out more:

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MEETINGS MADE MANAGEABLE

Training Overview

Introduction

- Types of meetings in your organisation
- Your meeting challenges
- Your organisation's meeting requirements

Before the meeting

- Logistics and organisation
- Preparing the meeting papers
- Individual input and preparation

During the meeting

- Meeting formalities
- The role of the Chair
- Capturing the minutes
- Individual contribution

After the meeting

- Circulating the minutes
- Actions and follow ups

Conclusion

- Useful resources
- Final questions?

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