

Introduction to Committee Skills – planning for effective meetings

10.00am – 2.30pm
2 sessions



A relaxed, fun and informative short course aimed at members of small voluntary or community groups who aim to become more efficient in all aspects of planning and running meetings to achieve their goals.

Day & date	Topic
Day 1 23 rd May	<ul style="list-style-type: none">• Induction, enrolment & introductions• Introduction to Meeting skills• Effective Communication for achieving common goals• Setting clear organisational (group) aims and objectives• Agreeing organisational (group) expectations for achieving objectives• Overview of Roles and responsibilities of key members – the Chairperson, Secretary and Treasurer
Day 2 30 th May	<ul style="list-style-type: none">• Specific Roles and responsibilities of committee members• The role, purpose and formats of the Agenda and Meeting Minutes• Dealing with difficult situations and people• Problem solving techniques• Planning and preparing for effective meetings• Module evaluation

Venue: Central Grimsby

Places are fully funded providing attendees are aged 19+ and not in paid employment/education for more than 8 hours per week.

To reserve places please either e-mail or text: becky@cert-ltd.co.uk 07775028473

