



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

Mobile: **0412 041 171** Email: [info@ctcsydney.com.au](mailto:info@ctcsydney.com.au) Web Address: [www.ctcsydney.com.au](http://www.ctcsydney.com.au)

ACN: 091 541 730 ABN: 56 091 541 730

## Meeting Management

### ✓ Step 1 – Select Subject

**Subject** – Meeting Management

**Location** – Client site

**Prerequisites:**

- A requirement to conduct or organise efficient & effective meetings.

**What do you get:**

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

### ✓ Step 3 – Contact CTC

[www.ctcsydney.com.au](http://www.ctcsydney.com.au)

[info@ctcsydney.com.au](mailto:info@ctcsydney.com.au)

Mobile - 0412 041 171

Based on your chosen Subject and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

### ✓ Step 2 – Select Topics

**Topics**

- ☐ Definition
- ☐ Prepare for a Meeting
- ☐ Plan a Meeting
- ☐ Virtual Meetings
- ☐ Chairing
- ☐ Minute Taking
- ☐ ABCDE Framework of Presenting
- ☐ Business Diagrams
- ☐ Group Dynamics
- ☐ Close a Meeting