



## **Ignite your workshop/training/meeting skills**

*Do you need structure to help groups interact?*

*Do you want your meetings to be time efficient and productive?*

**If you have answered "yes" to any of these questions...**

Then send your team on our 1-day, Seta accredited, training course. To improve structure and outcomes of meetings, workshops or training  
The costs of this course can be claimed back against your skills levy.

**Level 3 Credits 3 Unit Std 13914**

**TARGET GROUP:** *Team or group leaders, small businesses and junior managers*

### **Content**

- ✓ Meeting skills
- ✓ Conflict management
- ✓ Conduct procedures
- ✓ Closure techniques
- ✓ Workshop techniques
- ✓ Post meeting evaluation

### **Outcomes**

- ✓ Preparing for a meeting
- ✓ Conduct a formal meeting
- ✓ Managing conflict within a meeting
- ✓ Review meeting

**Increase your efficiency -improve your team's training/workshops or meetings**

**SACHA TRAUB**



Ignite Business Services  
(DN 1230/02/11/05)