

# Management Solutions

## Series: Purposeful Meetings



<b>DURATION</b>	1 day
<b>ELEMENTS</b>	Face-to-face workshop
<b>FREQUENCY</b>	The course is currently being piloted in selected NSW Health organisations and will be rolled out more broadly in 2017.
<b>COST</b>	State-wide funded for suitable NSW Health employees
<b>MORE INFORMATION</b>	MNCLHD My Health Learning Administrator: <a href="mailto:MNCLHD-MyHealthLearning@ncahs.health.nsw.gov.au">MNCLHD-MyHealthLearning@ncahs.health.nsw.gov.au</a> , 02 6656 5126 HETI Management Development unit <a href="mailto:HETI-Management@health.nsw.gov.au">HETI-Management@health.nsw.gov.au</a> ; 02 9844 6163

This one-day course that equips NSW Health managers with the knowledge and skills to facilitate effective and successful meetings.

### The course is right for you if:

You are a manager and/or organise and attend meetings which you feel could be more structured and productive.

### Workplace benefits:

Participants will build the knowledge and skills required to ensure meetings reach their potential by providing a respectful and open environment for collaboration within a specific timeframe and set structure.

### Learning outcomes:

At the completion of this workshop participants will be able to:

- Assess if a meeting is required
- Understand different styles of meetings
- Plan and prepare a well-run meeting, including advice on agendas, minutes, and protocols
- Identify the functions of an effective meeting
- Manage behaviours and challenging participants.

### Course entry requirements:

Course participants must be a NSW Health team leader or manager, or have responsibility for organising, leading or coordinating meetings.

### Accreditation:

This course aligns to workplace needs and may be mapped to nationally-endorsed units of competency in future. Check the status of this work with the Management Development unit.



Health

[www.heti.nsw.gov.au](http://www.heti.nsw.gov.au)