



IAD31 Manage Meetings Skill Set

National ID: IAD31 | State ID: IAD31

About this course

Are you interested in pursuing a career in business?

NR TAFE is offering a series of business workshops to prepare participants for work in a management role or to build on their existing skills in the workplace.

The Manage Meetings Skill Set enables participants to organise and manage meetings within their workplace, including:

- Overseeing the preparation
- Chairing the meeting
- Providing agendas and meeting material
- Organising minutes and reporting outcomes.

The units of competency delivered throughout these workshops contribute towards nationally recognised courses, including the [Diploma of Business](#), [Project Management](#), [Leadership and Management](#) and [Human Resources Management](#). Please discuss further study options with your lecturer.

Interested in attending one of the other business workshops? See [Manage Work Priorities Skill Set](#).

Overview

Semester 2, 2019

Broome Campus - 16 November, 2019



When: **Semester 2, 2019**



How: **Face-to-face classroom delivery**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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Core

National ID	Unit Title
BSBADM502	Manage meetings

Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.



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Western Australia.*

Please note, fees are subject to change.



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