



# FOCUS Advanced Toastmasters Club

*At Focus, our focus is YOU!*

## Effective Business Meetings Workshop

Thursday 15th March – 7pm to 8pm (*first half of meeting*)  
Focus Advanced Toastmasters Club  
Roseville Memorial Club, 64 Pacific Highway, Roseville



**Would you like to know how to control meetings, be effective with time and conduct professional meetings?**

At 7pm on 15<sup>th</sup> March, Alison Lavick, DTM, will be facilitating an important workshop for Toastmasters and guests at Focus Advanced Toastmasters Club meeting.

During this workshop you will learn strategies and techniques based on the Renton's Guide for Meetings, covering:

- Handling of motions
- Handling of amendments
- Rules for motions and amendments
- Stages of a meeting (the formal business of Minutes, Correspondence and Reports)
- Procedural Motions
- You will also be given a Presenter's Guide and Script

Alison is committed to interactive, motivational training to bring about new behaviour patterns, personal growth and change and we are sure you will benefit from this training.

**Cost:** A donation of a gold coin at the door would be appreciated - Toastmasters & visitors most welcome.

**RSVP by 12<sup>th</sup> March** - VPPR Charmaine - M: 0401059934 or E: [vppr@focusadvancedtm.org.au](mailto:vppr@focusadvancedtm.org.au)