

Meetings Procedure Training Workshop



An Australasian equivalent, based on Renton's *Guide for Meetings*, to the Toastmasters *Parliamentary Procedure in Action Success/Leadership* module

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Based on their 45 years of experience conducting Meeting Procedure Training Workshops. This material was used by Toastmasters International in preparing their now discontinued Westminster Parliamentary Procedure module.

A series 5 Training Sessions covering:

1. Handling of motions
2. Handling of amendments
3. Rules for motions and amendments
4. Stages of a meeting
(the formal business of Minutes, Correspondence and Reports)
5. Procedural Motions

Each session is designed to be presented in 15 minutes. Some have further optional group exercises. The sessions can be combined into longer sessions with enough material available for up to 2 hours of training.

All sessions come complete with:

- **Presenter's guide and script**
- **Handouts ready for printing and copying**
- **OHP transparencies ready for printing**
- **PowerPoint presentation of slides**

The material is available as a free download
from Toastmasters Supplies Australia

www.toastmasters-supplies.org.au