

# MAGNIFICENT MEETINGS (CTM)

A great course for anyone...who wants to know how to handle meetings better.



## Purpose:

Have you ever been to a meeting that spent more time off track than on? Everyone wanting to have their say and no one listening? Or perhaps only some people have done their homework, or others with something valuable to say won't speak up?

Meetings are a fact of business life, and like it or not, you have to be in them to get ahead and get things done. This course is designed to develop and foster good communications in meetings. In this course you will learn what it takes to communicate your ideas clearly with all the meeting members and develop meaningful lines of contact. You will discover how the way you behave now may be helping or hindering the process of communication. We will take a good look at body language and how it is used to build rapport and good relationships, as well as listen to your voice and improve how you use it to communicate your ideas. Understanding how to get your message across to groups of people, as well as in smaller meetings and one-on-one personal interviews and telephone conversations, will be covered in depth. After this training session you should expect to feel a lot more confident in your ability to communicate in meetings.

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This is a workshop all about communicating in meetings. In it you will learn...

- **Meeting Speak** - breathing, diction, vocal variety and projection- making what you say more thoughtful, powerful, persuasive and interesting-so that others can understand you.
- **Meeting Movement** - how to move, gesture and use space effectively even when you are sitting down. Don't let your body tensions and bad posture undermine your message.
- **Meeting Work** - how to organise yourself and your material and presentations properly for impact and effect.
- **Meeting Attitude** - how to get a grip on your emotions and attitude so that you work well as an individual operator and as a member of the meeting. Feel confident and help others to work well too.

Course	Code	Duration	Location	Cost-inc gst	Type
Magnificent Meetings	CTM	1 x 4 hr workshop	Australiawide	\$4235	Per Group

Class Time:  
Classes are available weekdays between  
6.00am-6.00pm  
Workshops are from 9.00am-4.30pm

Questions?  
Email: [courses@thevoicebusiness.com.au](mailto:courses@thevoicebusiness.com.au) or  
Phone: 1300 922 122  
Website: [www.TheVoiceBusiness.com.au](http://www.TheVoiceBusiness.com.au)

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CDs.Mp3 and Work notes included  
Post Course Evaluation

A Certificate of Completion will be awarded to  
each successful candidate.