

Bsbadm405b Organise Meetings Learner Guide

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1.3 Identify requirements of the meeting and its participants . 1.4 Make meeting arrangements in accordance with meeting and participants requirements . 1.5 Advise participants of meeting details . 2 Prepare and distribute documentation for meetings. 2.1 Prepare notice of meeting, agenda and meeting papers in accordance with meeting requirements

Unit of competency preco requisites There are no ...

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Training material for BSBADM405B - Organise meetings

1. Make meeting arrangements. 1.1. Identify type of meeting and its purpose. 1.2. Identify and comply with any legal or ethical requirements. 1.3. Identify requirements of meeting and participants . 1.4. Make meeting arrangements in accordance with requirements of meeting. 1.5. Advise participants of meeting details. 2. Prepare documentation for meetings. 2.1.

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ACS PROFESSIONAL YEAR PROGRAM Unit Guide CPW1 Performance in Business Meetings (BSBADM405B Organise Meetings) RTO No. 40323 Level 2, 127 Rundle Mall, Adelaide, South Australia 5000. Page 5 of 14 • Explain expectations of participants in Australian meetings (including the benefits of disagreements to create synergy of ideas, and the importance of contributing ideas) • Demonstrate behaviours ...

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