



## Self Confidence through Effective Meeting Management©

*“What we need to become are more effective and productive communicators who have the ability to manage meetings, have the confidence to tell people your ideas, and have those ideas accepted. Those ideas are essential to build and maintain successful organisations”*

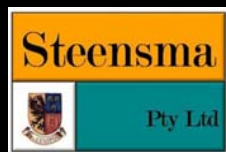
A program aimed at improving communication both at an individual and organisational level.





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Speech♦Easy programs are aimed at improving communication both at an individual and organisational level. The programs can be tailored to individual and group needs and the amount of time available. The shorter the time the less interactive they are. Start and finish times are flexible to your needs



### Self Confidence through Effective Meeting Management ©

The Self Confidence through Effective Meeting Management course is a one of the most comprehensive courses available in the market today.

The course aims to provide participants with the confidence, skills and practical experience to become more effective and productive communicators who have the ability to manage meetings effectively, have the confidence to convey their ideas, and have those ideas accepted. Those ideas are essential to build and maintain successful organisations.

**Content:** The Self Confidence through Effective Meeting Management course contains the following modules:

- Introduction into Effective Meeting Management,
- The use and benefits of Effective Meeting Management,
- The four stages of a meeting,
- The types of meetings,
- The layout of a Meeting,

- The Logistics and Project Management of a Meeting,
- The roles of the key players,
- The conduct of a Meeting,
- Dealing with problems at a Meeting,
- Body language,
- Dealing with technology,
- Post Meeting administration, and
- Final Exercise - Exercise Effective Meeting Management.

**Who should attend:** All persons who are required to manage meetings, play an active role in organising meetings or attend meetings.

**Duration:** Eight hours in total. The course is delivered as a full day seminar.

**Participants:** Groups of up to 12 people.

**Location:** All courses are conducted at the client's location. This helps to reduce disruption through time lost in travel and will allow the participants easy access to the workplace if the need arises.

Students receive a 180 page handbook, a CD containing templates of; Meeting Checklist, an Agenda, Open Issues Log, Minutes of the meeting and a Meeting Guide.

**Cost:** \$440 per person (GST Inclusive).

Please note: in order to keep down the costs we don't supply fancy lunches. Please bring your own. Catering can be provided on request at your expense.



We do supply morning teas.

## About us



Speech♦Easy is a training company that offers training programs that are aimed at improving communication both at an individual and organisational level.

In Jan 2004, Speech♦Easy partnered with Steensma Pty Ltd to co develop the "Self Confidence through Effective...." modules.



Steensma Pty Ltd is a specialty firm, located in Perth, Western Australia, whose primary focus is corporate and business support, which includes; alternative dispute resolution, management consulting & contracting and training solutions.



## Other Courses we offer:

Self Confidence through Effective Public Speaking ©

Self Confidence through Effective Writing & Business Communications skills

Corporate Health & Physical Awareness Training

Business Leadership & Management courses



## Ruurd Speelman

Managing Director - Speech♦Easy  
Communication Consultant & MC

Ruurd Speelman has 35 years experience with Rostrum – a public speaking organisation – including the last 22 years as an Accredited Critic.

He is a Freeman of Rostrum; the highest title in the organisation, given in recognition of exceptional services to both Rostrum and the community. He is also a member of the Training Council Executive and a senior trainer and tutor.

In Feb 2000, Ruurd was awarded the Paul Harris Fellowship for services to Rotary Youth Programs through the development of public speaking and debating skills.

His public speaking responsibilities have included:

Adjudication at Rostrum Speaker of the Year.

Adjudication at Rotary Youth Speaking Competitions.

Debating as an instructor, speaker and adjudicator for Rostrum, schools and Rotary.

Private tutoring for personal wedding speeches.

Experienced Master of Ceremonies at official functions.



Ruurd Speelman. Communications Consultant & MC  
Senior Presenter



## Auke (JJ) Steensma

BBus (Log Mgt), MPM, MMR  
MIAMA, MAICD  
Managing Director Steensma Pty Ltd

Auke (JJ) Steensma is a highly sought after and practised business leader and senior manager with considerable commercial experience within the private, corporate and government sectors.

His specialisations include; alternative dispute resolution, management consulting & contracting and training solutions.



Auke (JJ) Steensma  
Communications Consultant & Co- presenter

Steensma Pty Ltd and Speech♦Easy are solely Australian owned companies.



**Interested?**

**If you would like to know more, please contact us**



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**Sterekte**

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