

# Consultative Committee Training

Thinking of establishing a committee or have you recently held elections for new committee members... then this training is for you!

This one-day course will provide participants with the information, skills and knowledge that will ensure joint consultative mechanisms work effectively. The workshop aims to ensure that all participants will understand what is expected of them and their responsibilities while attending a Consultative Committee Meeting.

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**DURATION:** 1 day

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## **COURSE OUTLINE**

At the completion of this workshop, the participants will be able to:

- describe what consultation is in a workplace environment;
- discuss different methods of consultative arrangement for workplaces;
- identify the benefits of consultation in the workplace and the impact that a productive consultative committee can have;
- participate in a discussion on the needs for a constitution for committee;
- understand the importance of developing an agenda for a committee meeting;
- discuss the activities that members of the consultative committee need to undertake before, during and after the committee meeting;
- develop a format that the minutes for the consultative committee can be presented in to management and employees;
- explain the responsibilities of both employer and employee members of the committee and
- describe methods of effective communication to adapt in carrying out duties required as a consultative committee member

## **Workshop Format**

- Group exercises
- Lecture style presentation
- Workshops are conducted after lunch
- Group interaction
- Group discussions

## **WHO SHOULD ATTEND THE COURSE?**

This training is for organisations establishing a committee, or who have recently held elections for new committee members.

## **HOW TO REGISTER?**

Please complete a Local Government Training Institute registration form at <http://www.lgti.com.au> and submit online; or you can fax to Local Government Training Institute on (02) 4966 0655.

## **ENQUIRIES**

Course enquiries may be directed to the Business Development Team on (02) 4922 2333.

## **Local Government Training Institute**

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