

Minutes & Meetings



How effective are your meetings? This session aims to equip individuals and groups with the skills and knowledge to prepare and support meetings. It promises to be informal, informative and fun with lots of opportunity to meet members of other groups and share ideas.

The session will cover:

- Understanding the different types of meetings for Tenants and Residents Groups
- Clarifying the need for a meeting
- Preparation for a meeting
- Developing and using an agenda
- Preparation of minutes



If you have any access, dietary or any other needs please let us know and we will be glad to assist.

Sessions for 2010:

Mon 29 March – 6pm – 8.30pm

Fri 25 June – 10am – 12.30pm

Sat 25 Sept – 2pm – 4.30pm

Tue 30 Nov – 2pm – 4.30pm

All sessions will be held at a north Manchester location and refreshments will be provided.



For further information please contact our Resident Involvement Officer on 03000 123 123 or email info@northwardshousing.co.uk.