## bsbadm502 manage meetings assessment pdf

Application. This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

## training.gov.au - BSBADM502 - Manage meetings

The Diploma of Leadership and Management BSB51915 provides you with these skills, while increasing your ability to move to the next level.

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