

# Conducting Effective VET Staff Meetings

WEBINAR  
2017

## Webinar information

Are your VET Staff Meetings hijacked by discussions about everyday school and student issues? This one-hour webinar will cover strategies for ensuring your meetings are conducted efficiently and effectively and discuss tips and techniques for managing discussions on everyday school issues, whilst still providing effective professional development for your staff.

This is part of our suite of workshops and webinars specifically designed for QLD schools. For further information on our upcoming program can be found on our website at [velgtraining.com](http://velgtraining.com).

date	Online	25 August 2017
cost	\$49 Members	\$79 Non-members
time	10.00am - 11.00am (AEST: QLD, NSW, ACT, VIC, TAS) 9.30am - 10.30am (ACST: NT, SA) 8.00am - 19.00am (AWST: WA)	

## Key topics covered in this session

- Overview of assessment mapping
- Mapping techniques and templates
- Identifying and addressing gaps in assessment



**Who should attend?**

QLD Schools: • RTO Manager/VET Coordinator	• Heads of Dept/Faculty • VET Teachers
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**Workshop includes**

• Resource kit with Powerpoint slides & templates • Electronic resources	• Electronic Statement of Attendance
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REGISTRATION  
[velgtraining.com](http://velgtraining.com)

## Notes

All fees stated are inclusive of GST.  
Minimum numbers are required for webinar to proceed.

## Contact

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