

Co-op Training:

# Making Virtual Meetings Work

on zoom

**16-19 NOVEMBER 2020**

**For times and RSVP details see over**

## -INVITATION TO CO-OP TRAINING -

Dear Co-op Members,

The Training Advisory Committee and CEHL invite you to attend a training session about co-op meetings being held without being in the same physical space. This is a flow on from previous training of Making Meetings Work - virtually.

Sessions will be held on zoom in the week of 16-19 November 2020.

Please RSVP by registering for a session that suits you best, all dates and times are open to all regions, see page 2 for details.

**All co-op members welcome.**

The training will include:

- roles and responsibilities required for a co-op meeting, highlighting differences with virtual meetings
- Importance of preparation and communications for virtual co-op meetings
- Tips and tools for effective and successful virtual co-op meetings

**Training Advisory Committee (TAC) + CEHL**

## “Making Virtual Meetings Work” training dates

Training Date	Time	zoom details
Monday 16 November 2020	6.30pm - 8.00pm	A link to the zoom meeting will be sent after you register
Tuesday 17 November 2020	11am – 12.30pm	
Wednesday 18 November 2020	6.30pm - 8.00pm	
Thurs 19 November 2020	6.30pm - 8.00pm	
	11am -12.30pm	

### How to participate . . .

CEHL is using zoom - online video and audio conferencing – you can join by phone or computer.

A guide to zoom ‘[Zoom for newbies](#)’ has been prepared by CEHL, and your Co-op Development Co-ordinator can help you.

**Register by Friday 6 November and you will receive a link to access the training session you choose.**

**Please RSVP/Register**

**Friday 6 November 2020 by:**

**Email** [training@cehl.com.au](mailto:training@cehl.com.au)

or

**Text** 0417 596 530

With:

1. your name
2. your co-op name
3. preferred session

A link to the zoom meeting will be sent to you after you register.

**Need help?**

Contact your CEHL Co-op Development Co-ordinator