



## GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
<p><b>MANAGEMENT ASSISTANT N4</b> <b>Communication N4</b></p> <p><i>Revise MEETING PROCEDURES</i> <i>with the PowerPoint presentation for N4</i></p> <p><b>REMEMBER:</b> "Don't wait for inspiration. BE the inspiration."</p>		
20 July 2020		Review Notice of a Meeting
21 July 2020		Review Agenda
22 July 2020		Review Special Meetings
23 July 2020		Review General Meetings
24 July 2020		Review the AGM