

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip learners with the necessary knowledge, skills and attitudes to conduct a structured meeting.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Conduct a structured meeting

PROGRAMME OUTLINE

- Prepare and distribute records for a meeting
- Conduct a meeting
- Demonstrate techniques to deal with differing views during a meeting.

LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should be competent in Computer Literacy, Mathematical Literacy and Communications at NQF level 3.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against this unit standard is allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 1 Day

Assessment: Portfolio of evidence will be submitted within one week after completing the training. Assessment activities include questioning to test knowledge and ability to apply.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):

- 242816 - Conduct a structured meeting

NQF Level: 4

Credits: 5

TARGET GROUP

- People who will fulfill a leadership role
- First line managers
- Business owners
- Branch managers

BENEFITS

- Effective meetings
- Maximum participation of all attendees
- Credits towards a qualification
- Improved opportunities to claim skills grants