



NON-CREDIT BEARING SHORT COURSES

PLAN AND CONDUCT A MEETING NQF LEVEL 4

SAQA ID: 243951
ESTIMATED DAYS: 2



Programme Details

This programme will enable an individual to plan and conduct a meeting. Learners should develop skills in preparing and distributing the agenda, chairing the meeting and checking the minutes for correctness.

Learners who complete this programme will be able to:

- Plan and prepare for a meeting.
- Chair and facilitate a meeting effectively.
- Check correctness of minutes and address urgent issues.

Topics to be covered include:

1. Identifying meeting objectives
2. Meeting preparation
3. Identifying and inviting participants
4. Arranging meeting logistics
5. Developing an agenda
6. Chairing and facilitating a meeting
7. Encouraging participation using appropriate interpersonal and communication styles
8. Recording minutes of the meeting
9. Identifying and resolving issues

