

MEETINGS: FROM CHAOS TO CO-ORDINATION



Training and Instructional
Design Academy of South Africa

Course information

Introduction

This course allows you to see why and when meetings should be held, who should attend, how to set them up and record the proceedings and most importantly, how to control meetings through the use of agendas and meeting protocol.

In this course, you will be given practical exposure to the theory that has been covered. Meetings are held and attendees are expected to play various roles in the meetings. They are also expected to compile the necessary paperwork prior to the meeting and take minutes.

Unit standards

This course is aligned to unit standard 9244 *Plan and conduct meetings*.

Course content

During this course, the following topics are covered:

- Meetings: necessity or luxury?
- The people
- The papers
- The proceedings

Duration

Two days

Please note

A certificate of competence will be issued once a Portfolio of Evidence (PoE) has been submitted and the learner assessed as competent. The compilation of the PoE will either take place during the course or in the learner's private time, depending on the structure of the course.

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For more information or to book your place contact Helga van Wyk on 012 682 8500 or email info@tidasa.co.za