

Effective Meeting Management

1. Overview

This programme is designed to equip participants with the knowledge, skills, and strategies required to plan, organize, and conduct meetings efficiently in any organizational setting. Learners will gain the ability to set clear meeting objectives, develop structured agendas, engage participants, manage time effectively, facilitate productive discussions, and make well-informed decisions. The programme enhances participants' capacity to lead successful meetings that support organizational goals, encourage collaboration, and optimize productivity.

2. Programme Outcomes

- Understand and develop effective meeting agendas
- Explain the purpose and significance of meeting minutes
- Accurately record minutes of meetings
- Prepare thoroughly for meetings
- Conduct and facilitate meetings efficiently
- Manage and respond to differing viewpoints during meetings
- Distribute meeting records in a timely and organized manner
- Identify personal time management profiles
- Apply key principles of effective time management
- Create and implement time-efficient work plans
- Communicate effectively in oral or signed forms
- Employ strategies to capture and maintain participant engagement
- Recognize and respond to manipulative or unclear language
- Define and analyze workplace problems
- Investigate and implement practical solutions
- Evaluate the effectiveness of implemented solutions

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0683
SAQA US:	119472, 15234, 13934, 242816, 242817
NQF Level:	4
Credits:	26
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
Training Options:	Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online & (1) Face-to-face

3. Programme Content

- **(119472 US):** Accommodate audience and context needs in oral/signing communication
- **(15234 US):** Apply efficient time management to the work of a department/division/section
- **(13934 US):** Plan and prepare meeting communications
- **(242816 US):** Conduct a structured meeting
- **(242817 US):** Solve problems, make decisions and implement solutions

4. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful candidates will receive a certificate of completion.

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation