

Meeting Coordination and Planning

1. Overview

This programme is designed to equip participants with the skills, knowledge, and strategies required to effectively plan, organize, and manage meetings and small events in any organizational setting. Learners will gain the ability to set clear meeting objectives, coordinate logistics, manage participants, handle documentation, and maintain effective task and time management. The programme enhances participants' capacity to lead well-organized meetings and events that support organizational goals, promote collaboration, and maximize productivity.

2. Programme Outcome

- Identify suitable dates, venues, and times for meetings or events
- Liaise and coordinate with attendees to confirm availability
- Book venues, catering, and required facilities
- Finalize meeting room setups and arrangements
- Arrange travel, accommodation, and transport for participants
- Notify and confirm all arrangements with stakeholders
- Prepare, process, and distribute necessary documentation for meetings or events
- Understand and develop effective meeting agendas
- Explain the purpose and objectives of meeting minutes
- Take accurate minutes of meetings
- Create, implement, and maintain personal and team task lists
- Utilize and manage diaries effectively
- Prioritize personal and team tasks efficiently
- Implement and maintain structured task management

Qualification:

Certificate of Completion

Duration:

2-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0063

SAQA US:

13929, 13934, 242811

NQF Level:

3

Credits:

12

Entry Requirements:

Communication & Mathematical Literacy at NQF 2

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

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

3. Programme Content

- **(13929 US):** Co-ordinate meetings, minor events and travel arrangements
- **(13934 US):** Plan and prepare meeting communications
- **(242811 US):** Prioritise time and work for self and team

4. Topics

- Module 1: Co-ordinate Meetings, Minor Events and Travel Arrangements
- Module 2: Plan and Prepare Meeting
- Module 3: Prioritise Time and Work

5. 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 participants will receive a certificate of completion.

6. 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