

# Effective Meetings

### PURPOSE OF THE PROGRAMME

This programme is designed to introduce the junior manager to the preparation and procedures required in conducting a structured meeting to ensure that objectives are achieved.

### PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

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

### PROGRAMME OUTLINE

- Prepare for a meeting.
- Conduct a meeting.
- Techniques to deal with differing views.
- Distribute records for a meeting.

### LEARNING ASSUMED TO BE IN PLACE

Delegates who wish to enrol on this programme should be competent in Communication at NQF Level 3.

### METHODOLOGY

Training Programme Duration: 2 Days

Assessment: Learners will be formatively assessed in the classroom by means of activities.

Certification: Delegates will receive a certificate of attendance after completion of the programme.

### TARGET GROUP

- Team leaders
- Supervisors
- Foremen
- Section heads
- Junior managers
- Any person fulfilling a junior management role
- Middle managers
- Project managers

### BENEFITS

- Effective communication
- Professional business image
- Employee retention
- Clearly identifiable training needs
- Positive attitude towards meetings
- Reduced grievances
- Improved opportunities