

managing **MEETINGS**

Training Programme Overview

Meetings are a popular form of group communication where relevant issues are discussed, goals are set and decisions are made. These discussions are intended to achieve a particular purpose; however, within organisations people find that meetings lack purpose.

Who should attend this training programme?

This training programme applies to anyone who wishes to master the principles and practices of planning and preparing for meetings.

Programme Outcomes

By the end of this training programme, learners will be able to:

- Efficiently and effectively plan and prepare for meetings.

Unit Standard Alignment

The Managing Meetings training programme is aligned to the following unit standard:

Identification Numbers: 13934

Title: Plan and prepare meeting communications.

NQF Level: 3

Credits: 4

Programme Requirement

It is assumed that learners accessing this unit standard are competent in:

- Communication Literacy at NQF Level 2

Training Programme Delivery

Training can be conducted on site at the clients' premises or at Nimico's training venue. Scheduling is flexible and will be done in accordance with the needs of the client. Public training will be conducted at Nimico's training venue.

Programme Assessment

The following learner and organisational assessments will be conducted to measure the success of this training programme:

- Pre-Training Assessment
- Post-Training Assessment
- Return on Investment Analysis (ROI)

Certification

Learners who successfully complete this programme will be awarded a Certificate of Competence in Planning and Preparing for Meetings.

Accreditation

Nimico Training (Pty) Ltd has been awarded full accreditation by the Services SETA. Decision number: 0926.