

## CONDUCT A STRUCTURED MEETING – US 242816 - NQF LEVEL 4

Duration: 1 day + 1 day follow up  
 Target: Candidates competent in NQF Level 3  
 Prerequisite: NQF Level 3  
 NQF Info: NQF Level 4  
 Qualification: Contributes towards FET Certificate in Generic Management  
 NQF Level 4  
 Credits: 5  
 Certification: MERSETA accredited

Unit Standard:  
 ➤ Conduct a structured meeting [US242816]

Course Objective:  
 To enable the learner to:

- Prepare for a meeting.
- Conduct a meeting.
- Dealing with differing views in a meeting.
- Distributing records of a meeting.

Outcomes: At the end of the course the 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.

Contents:

- Physical arrangements and attendees required for a meeting are identified and a checklist is prepared and actioned in terms of Standard Operating Procedures.
- The purpose of an agenda, the expected outcomes of the meeting, the process of placing items on the agenda and the roles of participants are explained in terms of Standard Operating Procedures.
- The purpose of recording a meeting is explained according to Standard Operating Procedures.
- Documents required for a meeting are checked for accuracy and completeness and distributed, according to Standard Operating Procedures.
- Discussions are summarised and recorded to indicate proposed action, completion date and person responsible.
- Minutes of the previous meeting are checked for accuracy and completeness.
- Records are compiled in such a way to enable the decisions of a meeting to be implemented. Records are checked to ensure that they are an accurate reflection, prior to distribution.
- The meeting is reviewed and suggestions for improvement are made to enhance the effectiveness of future meetings.

Assessment and Certification:

- Ongoing assessment is conducted throughout the training programme. These comprise of daily tests, exercises, and roleplays.
- Summative assessment includes exams, and assignments.
- Practical, theoretical and workplace experience assignments are included with specific assignments to be submitted within two weeks following training.
- Exams are written after completion of the training programme
- One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon MERSETA due approval process.

Gauteng: Head Office:  
 Reg. No. 79/0607/08  
 18 Gazelle Avenue, Corporate Park,  
 Old Pretoria Road, Midrand  
 Private Bag X68, Halfway House, 1685  
 South Africa  
 Tel: +27 11 314 4021  
 Fax: +27 11 314 3764

KZN: Building No. 2  
 KZN Experimental College  
 Corner Surprise and Richmond Roads  
 Westmead  
 Durban  
 Telephone Number: 031 702 7222  
 Facsimile Number: 031 702 7322

W.Cape: Unit D  
 Olympic Park  
 969 Voortrekker Road  
 Maitland  
 Cape Town  
 Telephone Number: 021 591 5512  
 Facsimile Number: 021 591 5516