

**PURPOSE OF THE PROGRAMME**

The purpose of this programme is to equip learners with the necessary knowledge, skills and attitudes to co-ordinate meetings, minor events and travel arrangements. Plan and conduct meetings and identify expertise and resources.

**PROGRAMME OUTCOMES**

On completion of this programme learners will be able to:

- Plan and conduct meetings
- Coordinate meetings, minor events and travel arrangements

**PROGRAMME OUTLINE**

- Plan and prepare for a meeting.
- Chair and facilitate a meeting effectively.
- Check correctness of minutes and address urgent issues.
- Identify a date, venue and time for meeting or event
- Liaise with meeting attendees regarding availability
- Book venues and catering
- Finalise meeting room arrangements
- Make travel, car hire and accommodation arrangements
- Notify and confirm arrangements with attendees or stakeholders
- Process and distribute all documentation required for the meeting or event

**LEARNING ASSUMED TO BE IN PLACE**

Delegates who wish to enroll on this programme should be competent in Communication and Computer technology at NQF Level 3.

**RECOGNITION OF PRIOR LEARNING (RPL)**

RPL against these unit standards are allowed. Application forms are available from our offices.

**METHODOLOGY**

**Training Programme Duration:** 2 Days

**Assessment:** Portfolio of evidence will be submitted within three weeks after completing the training. Assessment activities include evaluating meeting arrangements, minutes and record of expertise and resources.

**Certification:** This includes obtaining endorsement from the SETQAA.

**Unit Standard(s):**

- 9244 - Plan and conduct a meeting
- 13929 - Co-ordinate meetings, minor events and travel arrangements

**NQF Level:** 3 and 4

**Credits:** 7

**TARGET GROUP**

- Personal assistants
- Secretaries
- Office administrators
- Chair persons

**BENEFITS**

- Increased productivity
- Successful meetings
- Credits towards a qualification
- Improved opportunities to claim skills grants