



## 242816 Conduct a structured meeting US1112



This unit standard introduces the junior manager to the preparation and procedures required in conducting a structured meeting to ensure that objectives are achieved. This unit standard is intended for junior managers of organisations.

### Benefits of attending this courses

The qualifying learner is capable of:

- Preparing for a meeting.
- Conducting a meeting.
- Dealing with differing views in a meeting.
- Distributing records of a meeting.

### Course Options

- Classroom Facilitated – can be conducted on-site. Talk to us about this option
- Public courses – check the latest schedule for dates
- Digital Blended Learning – Download your text books and attend revision sessions
- Self-study – Download your Text books and assignments and complete at your own pace
- Customised – all learning materials can be customised to include internal SOP's

### Who should attend and prerequisites

Learners should be competent in Communication and Mathematical Literacy at NQF Level 3.

### How to Book

Complete the form on our website to enquire about this course and make a booking.

### Course Outline – Key Learning Points

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

## Accreditation and Assessment

### MerSETA Unit Standard: NLRD242816

This unit standard is on NQF Level 4 and has 5 credits.

Delegates are required to submit a Portfolio of Evidence (POE) and Final Summative Assessment (FSA) results in order to be accredited against this Unit Standard.

## Duration and delivery options

This course is conducted over 1 day.

## Where to next..?

After completing this course your next learning opportunities include:

- Organizational Discipline
- Customer Care
- Supervisory and Leadership Skills

## About BIZZCO

BIZZCO is an accredited training provider with MerSETA and TETA. We specialise in providing training and skills development services for the Supply Chain and Operations environment. We have a number of services specially designed to enhance the performance of your Supply Chain teams.

Why not try our **Competency Assessment** to measure the skills gaps in your Supply Chain? Our website has more information about this service.