

Effective meeting communication and management of Daily Diary (2days)

Unit Standards 13934 NQF level-3, 4-credits

Course Outline

- i. Introduction to the training session
- ii. Demonstrate an understanding of the agenda of meetings
- iii. Listening skills
- iv. The advantages of well-constructed agendas
- v. Matters on agenda appear in a logical and systematical order
- vi. Sources of agenda matters are identified and explained
- vii. An agenda is produced in the required format and time frame
- viii. Demons Prepare and take minutes of a meeting trate an understanding of the agenda of meetings
- ix. Types of minutes are identified and explained
- x. The importance of accurate recording and producing of minutes is explained
- xi. The distribution list
- xii. Resources required for minute taking
- xiii. Manage diary calendars using the cons and pros of colours