



# Sakhisisizwe

ACCREDITED TRAINING

## PLAN AND CONDUCT **EFFECTIVE MEETINGS**

**DURATION 2 HOURS**



Conducting a Meeting teaches about

- planning,
- participating in,
- & concluding successful meetings.
- You learn how to establish the purpose of a meeting,
  - facilitate participants' progress toward the meeting goals,
  - improve their leadership abilities,
  - facilitate situation analysis,
  - brainstorming, and decision making, foster creative thinking,
- manage conflict among meeting participants.

### **Who should attend?**

- ✓ **Managers, supervisors or team leaders who need to learn how to implement quality measures in order to increase productivity within their organization.**
- ✓ **Trainees, interns, secretaries, and anyone within an organisation who forms part of a team or works on a project.**

