



**SHORT COURSE IN GENERIC MANAGEMENT:
Conduct a structured meeting**

OUTCOMES

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.

SAQA US ID

US 242816

UNIT STANDARD TITLE

Conduct a structured meeting

NQF

4

CREDITS

5

PURPOSE OF THE UNIT STANDARD

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.

COST

This course costs **R1 375.00**

ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

<http://www.vitalonline.co.za/moodle/login>

Once you have created an account click on the link below to take you to the payment and enrolment page for this course.

Click here

CONTACT US

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