



**Vital College**

62% Black Owned

B-BBEE Level 2

## 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 **R690.00**

## 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

Telephone: 031 573 5409

Email: [training@vitalonline.co.za](mailto:training@vitalonline.co.za)

Website: [www.vitalonline.co.za](http://www.vitalonline.co.za)

Facebook: Vital College

Instagram: @Vital\_College

Twitter: @Vital\_College



SERVICES SETA ACCREDITED