

**“Shedding
Light
on Skills
Development”**



Kwelanga

TRAINING

engage | inspire | elevate

Chairing and Managing Business Meetings (1 Day)

A Specialised Kwelanga Training Programme

THIS COURSE IS ALIGNED TO UNIT STANDARD:

Title:	Plan and Prepare Meeting Communications
Unit Standard ID:	13934
NQF Level:	3
Credit Value:	4

INTRODUCTION

The minutes of a meeting are only as good as the meeting management skills of the Chairperson. This workshop has been developed to prepare delegates with the skills they require in order to be effective in chairing meetings and keeping accurate minutes. The Chairperson who can effectively manage time, who can control difficult attendees, who can steer discussion to meet the meeting objectives effectively and who has a sound knowledge of formal meeting procedure, will be revered as a role model to all meeting attendees.

REFERENCES

“Reminded us that proper planning and structure will lead to more productive meetings.”

“The course was very interactive and informative gave clarity on a number of issues.”

“The course achieved its stated outcomes, and the discussion was adapted to meet the needs of the organisation.”

“The course was an eye-opener. I have learned that I thought they were not important. It was fun and informative and interactive.”

WHAT THIS COURSE CAN DO FOR YOU...

- To clarify the purpose and objectives of meetings
- Identifying types of meetings and legal issues
- Understanding the role of committee officials
- Applying different types of agendas
- Following correct meeting procedures
- Chairing the meeting to meet objectives
- Meeting management and effective control

TARGET AUDIENCE

The workshop is aimed at delegates who are responsible for meeting organisation, preparing of agendas, chairing a meeting and ensuring that correct procedures are followed in order for the meetings secretary to take accurate minutes.

COURSE CONTENT

Introduction

- Clarifying objectives
- Legal issues
- Types of meetings
- Standard meeting terminology
- Notice of meetings

Meeting Procedure

- Agenda preparation and management
- Importance of logical and systematic order
- Committee members and their roles
- Duties of the Chairperson, Treasurer and Meetings Secretary
- Valid meetings and procedures:
 - Apologies
 - Agenda
 - Matters arising
 - Motions
 - Voting
 - Resolutions
- Concluding the meeting

Chairing the Meeting

- Chairing the meeting to meet objectives
- Following correct procedure - meeting check list
- Motions and resolutions
- Discipline - maintaining effective control of discussions
- Effective time management
- Dealing with different personalities
- Dealing with difficult members
- Making meetings fun
- The ten commandments of meetings
- Examine the meeting process

A Way Forward – Personal Elevation Plan

TRAINING METHODOLOGY

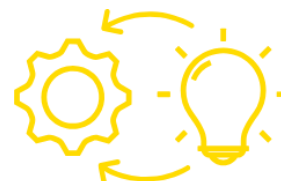


Our training methodology is designed with a core focus: to ensure that the knowledge acquired translates into tangible results, adding substantial value and visibly improving performance within the workplace.

We employ an outcomes-based approach, fostering active engagement through highly interactive, facilitator-led sessions.

WHAT WE OFFER

- Public Courses vs Closed Group Training
- Face-To-Face Training (F2F)
- Virtual Instructor-Led Training (VILT)
- Customisation
- Impact Compass
- myQuest LMS



POST COURSE ASSISTANCE

Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can ‘Contact the Coach’ for support, Information or assistance with additional questions regarding the application of theory covered during the course.



Personal Elevation Plan – Bridging the Gap from Training to Workplace Application

The Personal Elevation Plan isn't just a takeaway – it's a structured, practical guide that helps delegates seamlessly transition their learning into real-world action.



Sustained Development and Accountability: By tracking progress and engaging with their managers, delegates stay committed to their growth, making learning an active part of their professional journey.

A Tool for Measurable Impact: Rather than training being a one-time event, this plan enables organisations to see tangible results by embedding new skills into everyday work.

A Catalyst for Meaningful Conversations: Ideal for one-on-one coaching and performance discussions, the plan encourages ongoing development dialogues between delegates and their managers

OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*