

Plan and Prepare Meeting Communications (1 Day)

Course Outline

I. The Agenda

- A. The Advantages of a Well-Constructed Agenda
- B. Matters on the Agenda
- C. Sources of Agenda Matters
- D. Producing an Agenda

II. The Minutes

- A. Types of Minutes
- B. The Importance of Accurate Recording and Producing of Minutes
- C. The Distribution List
- D. Methods of Distributing Minutes
- E. Reasons for Distributing Minutes Promptly

III. Taking Minutes of Meetings

- A. How to Write Minutes: Resources and Items to Include
- B. Identifying Attendees
- C. The Characteristics of Good Minutes

Training Plan

Training Objectives:

1. Understanding the advantage of well-constructed agenda
2. Skills to obtain matters on the agenda and producing a well-written agenda
3. Develop skills to write different types of minutes and to distribute them correctly and timely
4. Obtaining knowledge on how to write minutes, and the characteristics of good minutes

Materials and Resources:

- Case studies
- Role-Playing Scenarios
- Handouts and worksheets

Training Methodology:

- Face-to-Face Class Attendance at ENJO Consultants according to the training schedule.
- Virtual Attendance via MS Teams according to the training schedule.
- Training can also be presented at the company's premises.
- Virtual Attendance via MS Teams specifically tailored for the client's staff.

Assessment and Evaluation:

- Short quizzes or knowledge checks throughout the day.
- Optional Assessments depending on the client's requirements.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Block 8, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157

ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | QCTO QCTOSDP00180907-1302
Services SETA 07-SERVICES/SDP150722-6874 | SABPP: 58116L125EC



This training plan aims to provide a comprehensive understanding of emotional intelligence and its practical application in a corporate setting. Adjustments can be made to tailor the course to the specific needs and goals of the corporate clients.

Certification

- Short Courses are Non-Accredited Training.
- A Certificate of Attendance will be issued after the training.

Bookings

Telephone: 012 667-1985

Email: training@enjoconsultants.co.za

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