



ONLINE  
COURSE

# MEETING MANAGEMENT

BROCHURE

Learn about the skills that are required to plan and implement a successful meeting.

Meetings should have clear and critical time frame objectives and punctuation. The Meeting Management eCourse is designed to give you the basic tools needed to initiate and manage meetings. You will also learn about:

- Using appropriate techniques to take minutes.
- Identifying how to make the most of your meeting using games, activities and prizes.
- Recognising how to plan and prepare for meetings.
- Creating and making use of an agenda.



#### DURATION

4 weeks online access



#### STUDY TIME

8-9 hours study time



#### ACCREDITATION

Internationally  
Accredited with IACET



#### CONTINUING EDUCATION

UNITS (CEU'S)

0.9 CEU's



The  
**Leadership**  
CENTRE  
DEVELOPING TOMORROW'S LEADERS

We've all been there, a meeting that runs overtime and doesn't achieve its objectives. Meetings should have clear and critical time frame objectives and punctuation. This eCourse is designed to give you the basic tools needed to initiate and manage meetings. You will learn about planning and leading techniques that will give you the confidence to run a meeting that will engage the attendees and leave a positive and lasting impression. Through this eCourse you will learn the needed skills in planning and implementing a successful meeting. The Meeting Management eCourse will explore how to reduce waste and make meetings more efficient.

## eCOURSE INCLUDES

- 4 Weeks Online Access.
- Meeting Management Book per phase.
- Meeting Management Templates and Exercises.
- Quick Reference Sheet.
- Online Exam.
- International Certification.

## KEY OUTCOMES

On completion of this eCourse, you will be able to...

- Recognise how to deal with disruptions.
- Use appropriate techniques to take minutes.
- Recognise how to plan and prepare meetings.
- Learn techniques and how to create and use an agenda.
- Recognise how to identify the participants.
- Identify how to make the most of your meeting using games, activities and prizes.

## CERTIFICATION

You are required to complete an online multiple choice exam with a pass mark of at least 80%.

## ACCREDITATION

Internationally Accredited through IACET.



## TECHNICAL REQUIREMENTS (COMPUTER)

- A computer with Microsoft Windows operating system (98, NT, 2000, XP, Vista, or Windows 7) or Mac OS X (10.5 Leopard or higher).
- A computer with Microsoft Office 2000 or higher.
- A high speed internet connection and a web browser (Firefox is highly recommended as there are incompatibility issues with Internet Explorer).
- Adobe Reader (free software).

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## GET IN TOUCH

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Should you have any queries, please contact us at The Leadership Centre.

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## HAPPY LEARNING

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The Leadership Centre Team

