



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

How to Run a Structured Meeting

Business, Commerce and Management Studies / Generic Management

Unit Standard 242816 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to plan, facilitate, and document structured meetings effectively. Participants will gain confidence in managing meeting processes, ensuring clear communication, and achieving desired outcomes in a professional environment.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	242816
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply meeting procedures to prepare, open, conduct, and close a structured meeting.
- Demonstrate effective communication techniques to facilitate participation and manage conflict.
- Analyze meeting outcomes and compile accurate minutes and action items.
- Evaluate meeting effectiveness and implement improvements for future meetings.
- Implement parliamentary procedures and meeting rules in accordance with organizational policies.
- Design meeting agendas that align with meeting objectives and time constraints.

WHO SHOULD ATTEND

- This course is ideal for supervisors, team leaders, managers, and any professionals who regularly convene or participate in meetings and wish to improve their meeting management skills.

COURSE OUTLINE

Day 1: Foundations of Structured Meetings

- Introduction to structured meetings and their importance
- Roles: chairperson, minute-taker, participants, and facilitator
- Preparing a meeting agenda: objectives, topics, and time allocation
- Meeting protocols: starting on time, staying on track, and closing effectively
- Managing meeting dynamics: handling disruptions and encouraging participation
- Documenting meetings: taking minutes and recording decisions
- Common meeting challenges and solutions
- Practical exercise: drafting an agenda for a sample meeting

Day 2: Advanced Meeting Management and Practical Application

- Advanced facilitation skills: keeping focus and managing time
- Decision-making models: consensus, voting, and delegation
- Conflict resolution techniques in a meeting context
- Using technology: virtual meeting platforms, polls, and shared documents
- Evaluating meeting outcomes: feedback and action plans
- Continuous improvement: creating a meeting culture of accountability
- Practical exercise: role-play a structured meeting with real-time facilitation
- Assessment: group presentation of a meeting simulation

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **5 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	04 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	04 Aug 2026	On-Campus	Mauritius
03 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 242816) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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