

## **Business Meetings – Participation, Roles and Responsibilities**

**PRESENTER:** Y Gounden

### **Bio:**

Yuven commenced his career as a high school teacher of English. He then worked at the Water Research Commission (WRC) first as a Copy Editor and then as a Communication and PR Coordinator.

Yuven also worked at the South African Qualifications Authority (SAQA) as Deputy Director: Communication.

He was then employed by the Food, Agriculture, Natural Resources Policy Analysis Network (FANRPAN) as the Communication and Advocacy Manager.

Yuven was also employed at the South African Institute of Chartered Accountants (SAICA) as a Project Director: Communication and Marketing- Professional Development, Transformation and Growth.

He worked at the Office of Health Standards Compliance (OHSC) before moving to the South African Health Products Regulatory Authority (SAHPRA).

### **WORKSHOP INTRODUCTION:**

This workshop provides guidance on how to participate in business meetings. Aspects to be discussed include meeting agendas, meeting procedure, roles and responsibilities, time management, and ground rules

### **WHO SHOULD ATTEND THE COURSE:**

- Administrators
- Frequent meeting attendees
- Managers
- Personal Assistants
- Marketers/Communicators

### **WORKSHOP CONTENT:**

- Dealing with difficult situations – the talker, the sulker, the disruptor
- Actionable takeaways and resolutions
- Assign tasks and actionable items

- Using presentations – Avoid death by Powerpoint
- Prepare, prepare, prepare
- Participating actively in meetings
- Managing the Q&A session
- Taking minutes
- Writing minutes
- Role play – Dealing with a disruptor

### **WORKSHOP OUTCOMES:**

At the end of this workshop Delegates should have a clear understanding of the following:

- Meeting procedure
- Time management
- Following an agenda
- Encouraging participation
- Minute taking

### **Programme:**

08h30 – 09h00: Registration & login  
 09h00 – 09h05: Welcome  
 09h05 – 09h10: Introduction of the trainer  
 09h10 – 10h30: Workshop  
 10h30 – 10h45: Tea/Break  
 10h45 – 12h45: Workshop  
 12h45 – 13h00: Wrap-up (and Q&A if necessary)  
 13h30 – 13h30: Feedback form & admin by the SAAPI Office