

COMMITTEE TRAINING & MEETING PROCEDURES

KOMITEE OPLEIDING & VERGADERING PROSEDURE



TARGET GROUP

Trust committee, Farm committees, committees for Land Reformation Projects etc.

DURATION

1 Day

CONTENTS

Team work
Problem solving
Meeting procedures
Draw up of
Agenda
Minutes
Business – letter

Purpose, role, responsibilities and functions of different members.

Purpose, role, responsibilities and functions of the committee.

Role play : Meeting

GROUP SIZE

Maximum 20 learners

TEIKENGROEP

Trustkomitees, Plaaskomitees, Komitees vir Grondhervormingsprojekte ens.

DUUR VAN KURSUS

1 Dag

INHOUD

Spanwerk
Probleemoplossing
Vergaderingsprosedures
Opstel van
Agenda
Notule
Sakebrief

Doel, rol, verantwoordelikhede en funksies van verskillende ampsdraers

Doel, rol, verantwoordelikhede en funksie van die komitee.

Rollespel: Vergadering

GROEP GROOTTE

Maksimum van 20 leerders