



# CONDUCT A TECHNICAL PRACTITIONERS MEETING

## Unit Standard: 114051



### Course Information



<b>Qualification Title</b>	National Certificate: Information Technology (Systems Development)
<b>Course Title</b>	Conduct A Technical Practitioners Meeting
<b>Course Level</b>	5
<b>Course Credits</b>	4
<b>Course Duration</b>	Three days
<b>Cost of Course</b>	R 2 800,00 per delegate (excluding 15% VAT)

### Course Overview

This Unit Standard is a fundamental standard towards a qualification in retail or wholesale management. It provides the fundamental competence to prepare and write business reports, including board reports, proposals, budgets, flash reports and strategic plans. Furthermore, techniques for compiling reports including structure and style of business reports, format and layout, and use of business terminology is discussed.

This Unit Standard is intended:

- To provide proficient knowledge of the areas covered.
- For those working in the workplace in the area of Information Technology.
- As additional knowledge for those wanting to understand the areas covered.

## Systems Development

<b>Who Should Attend?</b>	<ul style="list-style-type: none"> <li>This course is for anyone interested in the field of system development and computer architecture concepts.</li> </ul>
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>Demonstrate knowledge of different types of technical practitioners' meetings.</li> <li>Prepare for a technical practitioners meeting.</li> <li>Chair a technical practitioners meeting.</li> <li>Conduct post meeting follow up for a technical meeting.</li> </ul>
<b>Benefits</b>	<p>Benefits of this course include learning to:</p> <ul style="list-style-type: none"> <li>Work effectively with others as a member of an organisation.</li> <li>Organise and manage him/her self and his/her activities responsibly and effectively.</li> <li>Collect, analyse, organise, and critically evaluate information.</li> <li>Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</li> <li>Contribute to his/her full personal development and the social and economic development of the society at large by being aware of the importance of reflecting on and exploring a variety of strategies to learn more effectively, exploring education/career opportunities, and developing entrepreneurial opportunities.</li> </ul>

## Course Content

<b>Course Modules</b>	<p>Course modules consist of:</p> <ol style="list-style-type: none"> <li>Describe the types of technical meetings and their uses</li> <li>Identify leadership styles used in meeting procedures.</li> <li>Identify decision making processes used in meetings.</li> <li>Describe meeting conventions that are relevant to the type of meeting chosen.</li> <li>Identify that the note taker should have technical background knowledge.</li> </ol>
<b>Certification and Assessments</b>	<p>All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.</p>

## About WWiSE

### Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

### What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.