

RESOURCE MATERIALS

FOR

WOMEN IN EDUCATION MANAGEMENT

MODULE TEN

CONDUCTING PRODUCTIVE MEETINGS

Department of Education and Culture
KwaZulu-Natal, South Africa

Commonwealth of Learning
Canada

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THE MODULES IN THIS SERIES ARE:

- | | |
|---|-------------------------------------|
| 1. Assertiveness | 7. Managing Conflict |
| 2. Effective Communication | 8. Strategic Planning |
| 3. Self-Management Skills | 9. Delegation |
| 4. Leadership | 10. Conducting Productive Meetings |
| 5. Understanding the Organisational Culture | 11. Report Writing and Presentation |
| 6. Team Building | 12. Interviewing Skills |

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WOMEN IN EDUCATION MANAGEMENT

MODULE TEN

CONDUCTING PRODUCTIVE MEETINGS

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PREFACE

The Master Strategic Plan (2000 – 20003) of the Department of Education and Culture, KwaZulu-Natal (KZN) has, as one of its main policy objectives ‘the Empowerment of Women Managers in Education’ The Education Human Resource Development Component came up with the initiative for the Women in Education Management Training Programme, to provide training in the area of Education Management.

Although management issues affect both men and women, historically, women managers seem to require more training than their male counterparts. There is often the perception that many Women Managers in Education, not only in KwaZulu-Natal, but globally, frequently lack the knowledge and skills required for effective management. Consequently, these materials were developed as part of the effort to develop human capital, especially in the area of Women in Education Management.

These materials are intended for use by people involved in education. The modules cover a wide range of management issues from policy to practice. As the users are spread over various geographical locations, the materials aim to be accessible to as many people as possible, including the rural-based. At the end, the materials should produce women who are ready to take up various key management positions throughout the Province and further afield.

The rationale for developing these materials is that all regions should embark on the meaningful training of Women Managers in Education. The overall skills and knowledge training will continue to be provided to all Education Managers. These training materials generally aim at enhancing management skills. In addition the Training on Materials Development and Materials Review workshops have contributed to capacity building and developing Open and Distance Learning (COL) materials in KwaZulu-Natal.

The successful development of the training materials could not have been realised without the generous support of the collaborating SADC Ministers of Education (Botswana, Namibia and Zimbabwe) and the Namibian College of Open Learning. In this regard, the Department of Education and Culture, KwaZulu-Natal is grateful to Mrs. Matloatsie Masendu (Botswana), Mr. Tuaunda Keeja (Namibia), Mr Alfred Illukena (Namibia). Mrs Patricia Rutanhira (Zimbabwe), Mr Africa Moyo (Zimbabwe), Mr Gray Nyathi (Zimbabwe), Mr Rodgers Sisimayi (Zimbabwe) for the background training, support and advice they provided, to facilitate the realisation of the programme.

Without the administrative leadership and professional support of Honourable E.E.N KaNkosi-Shandu Minister of Education and Culture, KwaZulu-Natal, Mr N S Shamase – Deputy Director General Professional Services, Mr P M Ntshangase – Chief Director Human Resource Manager and Development, Ms A N Cele, Mr M R C Msweli and Mr S L N Kheswa, the programme would not have been successful.

The development of the course materials has been achieved through the joint responsibility and commitment of all eight Regions of the Department of Education and Culture, KwaZulu-Natal together with the course writers as reflected in the training modules. The Province of KwaZulu-Natal is grateful for the level of human capital developed through this exercise. Altogether, 37 Course writers were trained. 10 Secretarial and Administrative Staff received training in basic desktop publishing.

We are particularly grateful to the South African Breweries, Indaba Conference Centre and Umhlanga Rocks Hotel for supporting the workshop.

Finally, we thank the Commonwealth of Learning, Vancouver, Canada, represented by Ms Kgomotso Motlotle, Education Specialist, for the technical support, they provided right from the inception to the completion of the programme.

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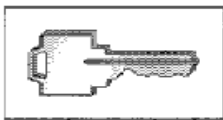
EXPLANATION OF ICONS

Icons are graphic signs that require you to undertake specific activities.



Read Text

Read the text provided in the unit.



Key Words

Main words or concepts that are important in the unit.



Self Evaluation

Carry out an activity that is based on the content you have just



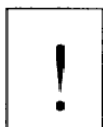
Practise Activiy

Apply the knowledge and skills you have just learn.



Assessment Task

Demonstrate your understanding and application of knowledge and Skills learnt.



Important-take note!

The answers to the activity is provided at the end of the unit.



In the light of the text you have read, think through your own Practice.

Reflection



There is a test which you should do before proceeding to the Unit.

Unit Test



At the end of every module, there is a test you should do before proceeding to the next module.

Module test



Highlights of the main ideas or concepts covered in the Unit.

Summary

INTRODUCTION TO MODULE

As an education Manager, you should know more about conducting productive meetings in order to accelerate effective communication.

This module gives you interesting and informative various aspects of conducting productive meetings. It also highlights the causes of unproductive meetings, and suggests the ways in which you can overcome these.

AIMS

This module aims at:

- Identifying different types of meetings.
- Demonstrating the understanding of the importance of meetings.
- Identifying the steps that should be followed prior to a meeting.
- Suggesting the ways of planning for the meetings.
- Knowing the roles of the office bearers.
- Suggesting the ways of running productive meetings
- Identifying factors that contribute to unproductive meetings
- Discussing the importance of the alternatives to meetings.

To realise the stated aims, this module has presented in eight informative and interesting units as follows:

Unit 1	Types of Meetings
Unit 2	Purpose of Meetings
Unit 3	Procedures Prior to the Meeting
Unit 4	Procedures During a Meeting
Unit 5	Office Bearers and their Roles
Unit 6	Causes of Unproductive Meetings
Unit 7	Remedies to Unproductive Meetings
Unit 8	Alternatives to Meetings