



**(NCV) NATIONAL CERTIFICATE VOCATIONAL**

DATE	SUBJECT	ACTIVITY
<b>LEVEL 4</b>		
3 – 7 August 2020	Hospitality Services L4	<b>Topic 6: Plan and conduct meetings</b>  <b>Learning Outcomes:</b> <ul style="list-style-type: none"><li>• Inform the delegates about the meeting.</li><li>• Structure a meeting in accordance with the protocols (select a Chairperson, minute taker, etc.)</li><li>• Run a meeting to achieve the objectives within the timeframe.</li></ul> Use PowerPoint slides posted on Whatsapp group.  Practical activity on campus: Students will completing their Practical 2 on mocktails.