



# THE MINISTRY OF TRAINING AND TERTIARY EDUCATION LEARNING AND DEVELOPMENT UNIT

invites nominations for an online workshop on

## Conducting Engaging Online Meetings

Course Code: ADM0402ONL

**Date:** March 17, 2026

**Time:** 10:15 am to 12:15 pm

**TARGET GROUP:** 

Public officers who are required to lead meetings within salary scales **(Z16-1 and S9-S3)** or equivalent **(P16-7 and P6-2)**.

**COURSE AIM:**



To equip public participants with tools necessary to conduct virtual meetings in which the meeting's objectives are achieved and the participants remain engaged.



### OBJECTIVES

At the end of the course, participants will be able to:

- Effectively employ the technology used to conduct an online meeting
- Plan productive and engaging online meetings
- Conduct an online meeting in which interaction and engagement feature prominently
- Close the meeting so that action continues afterwards



### CONTENT

The course will cover the following broad subject areas:

- In-person vs Online Meetings
- Best Practices with Technology Use in Online Meetings
- The 4 Ps of Meeting Planning
- Tips for Increasing Interactivity and Engagement in Online Meetings
- Strategies for Receiving Results after the Meeting



Click on the "Apply" button to complete the application for the course.



For further information, email  
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### COURSE DELIVERY

The facilitator-led course will be delivered **virtually**.



Only suitable applications that include a valid public service email address will be considered for the training.

**Deadline for Nominations – March 6, 2026**