UNIVERSITY SENIOR OFFICERS

Chancellor:
Advocate DB Ntsebeza SC, (BA) (SA), BProc (SA), LLB (Unitra) (WSU), LLM (International Law) (UCT)

Vice-Chancellor and Principal:
Professor S Buhlungu, BA History and Political Science (UNITRA), BA Hons African Studies (UCT), MA Industrial Sociology (WITS), PhD Sociology (WITS)

Chairperson of Council:
Vacant

Deputy Vice-Chancellor Academic Affairs:
Professor R Vithal, BA (Hons), UHDE (UDW); BEd (UN); MPhil (Cambridge); dr.scient (Aalborg)

Deputy Vice-Chancellor Institutional Support:
Professor N Ndlazi, BSc, Paed(UNIN); BSc. Hons, MSc(Mathematics), (UDW); PhD(UKZN)

Registrar and Secretary to Senate and Council:
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Dean, Faculty of Science and Agriculture:
Professor N Monde, Diploma (Fort Cox College of Agriculture), B. Agric (UFH), B. Agric Honours (UFH), PhD (UFH)

Acting Dean, Faculty of Social Science and Humanities:
Professor F H Nekhwevha, B Soc Sc (Hons) (UCT), BA (with Hons), MA (Cambridge) M Soc Sc, PhD (UCT)

Dean, Faculty of Law:
Doctor N Lubisi, B Juris (UFH), LLB (UFH), Advanced Certificate in Labour Law (Unisa), LLM in Labour Law (UFH), LLD (UFH)

Dean, Faculty of Education:
Professor VS Mncube, STD (Eshowe College); BA, BA (Hons) & Bed (University of Zululand); CLAIT (ICT) and IBTI (ICT) (Bourneville TVET College, UK); MEd, PGCR & PhD (University of Birmingham, UK)

Dean, Faculty of Management and Commerce:
Doctor N Wayi, BCom (Rhodes), MCom (UP), PhD (North West)

Acting Dean, Faculty of Health Sciences:
Professor DT Goon, BSc (Ed) PHE (Bayero University Kano), MTech cum laude, (TUT), DTech Clinical Technology (TUT)

Acting Dean, Research and Development:
Professor M Simatele PhD Economics (University of Gothenburg, Sweden), MALTHE Hertfordshire, UK), MA. Econ (Dar Es Salaam, Tanzania), BA Econ. & Sociology (Zambia)

Dean, Student Affairs:
Mr M Gqeba, BA (UWC), Hons. Public Admin (Stellenbosch), M.Gov. and Pol. Transformation (UFS)

President of Convocation:
Mister S Tshona, BCom (UFH), BCom Hons Development Studies (UFH); Cert. in Banking (Bank SETA)
ORDER OF PROCEEDINGS

• The Chancellor constitutes the congregation for Conferring of Degrees and Awarding of Diplomas: Chancellor, Advocate DB Ntsebeza SC

• Welcome Address: Vice Chancellor, Professor S Buhlungu

• Conferring of Degrees and Awarding of Diplomas: Chancellor, Advocate DB Ntsebeza SC

• Presentation of Qualifications to the Chancellor: Prof V Mncube, Dean, Faculty of Education

• Dissolution of the Congregation: Chancellor, Advocate DB Ntsebeza SC
MATSHIKIZA Siphokazi

PROFILE

This study sought to examine high school teachers’ implementation of Multicultural Education (ME) in multicultural classrooms. Using face-to-face semi-structured interviews, focus groups, document reviews and observation, data were collected from two high schools in the Chris Hani West District of Education, with participating teachers and learners having been purposively selected.

The study revealed that although several teachers were implementing ME, they experienced a number of challenges, including lack of training from the Department of Education. Furthermore, as there are no official recommended texts for ME, teachers consult an array of textbooks which address diverse content and limited support was received from the District Education office in terms of ME materials. The study recommends the establishment of an effective training programme for teachers for implementation of ME in classrooms. It also proposes that the Department of Education make available recommended texts and supplementary materials on education of a multicultural nature.

MATSHIKIZA Siphokazi

THESIS TITLE: Implementation of Multicultural Education by high school teachers in multicultural classrooms in selected schools in the Eastern Cape Province, South Africa

SUPERVISOR: Dr S.K. Luggya
MASTER OF EDUCATION

JUMO Theresa Tendai

DISSERTATION: Implementation of teacher professional development programmes for Grade R practitioners: A case study of four primary schools in Amathole West District, Eastern Cape Province

SUPERVISOR: Prof S Rembe
CO-SUPERVISOR: Dr J Shumba

LEBEA Matsatsi Paulina

DISSERTATION: The implementation of Grade R Admission Policy: A case study of four primary schools in Mopani District Limpopo Province

SUPERVISOR: Prof S Rembe
CO-SUPERVISOR: Dr J Shumba

MAGWA Nondumiso

DISSERTATION: Perceptions of principals and teachers on the implementation of Inclusive Education: A case study of three primary schools in the Amathole West Education District, South Africa

SUPERVISOR: Prof S Rembe
CO-SUPERVISOR: Dr T Adewumi
BACHELOR OF EDUCATION HONOURS

BADI Inanathi
DLAMALA Yanga
FUMBA Mvuselelo Victor
HLASELA Luyolo
KHOMPELA Sizwe Sydney
KOPMAN Yonela
MACANDA Shirley Nolwando
MAKINA Nelisa
MANYEFANE Nomaphelo Arthellia
MASETI Xolile Alfred
MGIBANTAKA Andiswa
MNQAWULE Dumisa
MPANGE Mfundiso Akhona
MRUBATA Zodwa
NCAM Lwandile
NDHLOVU Newman
NKESI Thabelo Benedict
NONTSO Koleka Emmaleene
NYWEBA Musa

SAJINI Nwabisa
SIJULA Siyabulela
SOTHENI Nosahlulele
TOMOSE Olwethu
TSHAWE Faniswa
WARD Delray Lynn
POSTGRADUATE CERTIFICATE IN EDUCATION

BALFOUR Abongile
BANYOTI Nkululeko
BAYI Busiseka
BAZI Zintle
BOOI Onke
CHAUKE Oscah Sizwe
CUMBE Similise Luzuko
DUMELA Nabo
FENTELE Zipozethu
FUBU Inga
FUNDZAMA Sandile Terrance
GONYONGO Luthando
GUSHEDE Thokozile
GWANTSHU Sibulele Patience
GWEBUSHE Sisipho
HLANGANYANA Thembile Given
HLUNGULWANA Nkosekhaya
JARA Mellisa
JAYIYA Lungani
JINJA Viwe
JWILI Akhona Constance
KETANI Sandiso
KLAAS Nosiphoisethu
KUPELO Nandipa
MABHENA Lwandile
MACHAVA Annah
MACHAVA Nokuthula
MAFUYA Nomawethu
MAMALI Vusi Samuel
MAMBA Hlengiwe Agreenet
MAPHANGWANA Zimkhitha
MAPHETSHANA Monwabisi
MARARENI Philsa
MASANGO Ayanda Innocentia
MASETI Sivuyisiwe
MASHININI Bongani Excellent
MATHUMBU Noxolo Thabi
MATIWANE Lubabalo Asiphe
MATSHAYA Sinazo
MAYISELA Nasiphi
MBANDA Evance
MBANGATHA Solulele
MCWILIKAZI Msikeleli
MDITSHWA Andisa Penelope
MDITSHWA Athenkosi
MELENI Sipho
MFECANE Thulani Elson
MGIDLANA Siyanda Sabelo
MGOQI Simphiwe Sydwell
MHINANA Nolufefe
MHLONGO Dorries Rose
MILAZI Bongani Jabulani
MKATI Chumisa Luzuko
MKHONDE Yamkela
MNGCOYI Odwa
MNQUBENI Bukeka
MNYANI Phindile
Alice Campus
POSTGRADUATE DEGREES

POSTGRADUATE CERTIFICATE IN EDUCATION

MOFANA Nonkolelo Miriam
MXOSANA Jongikhaya Mahlubane
NAKANI Ncebakazi
NAKADANA Mandisa
NDAMASE Momelezi
NDAMASE Siphelele
NDEVU Onke
NGOBENI Nompumelelo
NGOMANE Sakhile Francisco
NGXAMILE Yanga
NHLABATHI Ntokozo
NJeya Aphiwe
NKOSI Linda Happiness
NOBATYI Zimkhitha
NOGUDA Bandile
NONTELA Vuyile
NONTSWABU Bonani
NONYONGO Simnikiwe
NTLANJENI Siyasanga
NTOZAKHE Thobela
NTULI Nkosisingaphile
NTULI Nkosisingaphile
NTWANAMBI Zimkhitha
NXUMALO Nompumelelo Truegift
NYANDENI Thami
NZONZO Sanele
PEKO Zikona
PHATHI Menzi
PHEZISA Bulelani
QHEKEKA Vuyisani
QINA Ndyeo
SALIWE Nkosekhaya David
SHASHA Lusanda
SIBUYI Sizwe
SIGEJE Asavela
SILOBO Phelele
SINGAMA Siphe
SINGWANE Lungile Gabisele
SULELO Nandipha
TOBO Lindeka
TOKWE Yamkela
TSHIKILA Nolusindiso
VAKALA Yanga
WARD Chene Eden
XABADIYA Naso
XHOKOMFU Thabo
ZANTSII Lungelwa
ZWAYI Zizipho
Alice Campus

BACHELOR’S DEGREES

BACHELOR OF EDUCATION  *Cum Laude*

**MATSOSA** Puseletso  
**MDLAKAZI** Andisiwe  
**PHIRI** Njabulo

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**BACHELOR OF EDUCATION**

**BOSMAN** Sonwabo Christopher  
**BUCWA** Mhlaliyethu  
**CANDLOVU** Mpumelelo  
**DHLAMINI** Patricia Buhle  
**DIKANA** Lunga  
**DINDE** Bhekinhlahla Morris  
**DLEPU** Luthando  
**DLIKILILI** Sanelisiwe Anathi  
**DLUBENGANI** Siviwe  
**DLUTU** Zuqhame  
**DODWANA** Sandiso  
**FAKUDE** Phelile Justina  
**GAMA** Ercio Siyabonga

**GAMA** Zithelo  
**GAMADE** Ncediswa  
**GELA** Thembela  
**GEZA** Sihle  
**GILINDABA** Nokulinda  
**GOVANA** Sinakokonke  
**GUGILE** Mbongeni Major  
**GUMEDE** Sanele Wager  
**HLABA** Zizipho  
**HLALUKANA** Anelisa  
**HLEBEYA** Banele Paris  
**HOELEJANE** Mahali  
**HOHO** Anelisiwe  
**JACA** Nkosikhona  
**JACA** Noluseko  
**KAKOLE** Thuso  
**KALIMASHE** Solomzi  
**KENKE** Amawethu  
**KHOALI** Thato  
**KHOZA** Makhosonke  
**KOTELANA** Abulele  
**KULA** Mandilakhe  
**LANDO** Simbulele  
**LEHULA** Kabelo Pearl  
**LETSIKA** Teboho  
**LINGELA** Sisanda
BACHELOR OF EDUCATION

LITYE Samkelo
MABILA Sthembiso Sydwell
MACEMBE Libhongo Xhaso
MADONSELA Zisiwe Silas
MAGAGULA Nomfundo
MAGILWE Bulelani
MAGWACA Andile
MAHLIKHLA Andile
MAHOBO Unathi
MAJENGIE Ayavuya
MAJIKIJA Lusanda
MAJIKIJELA Ndibulele
MALAWANA Sandiso
MALIBA Viwe Fana
MALIPI Nomphelo
MAMBA Solomon Micheal
MANI Sibongile
MANZINI Nomathamsanqa
MAQWAZIMA Nicholas Lwazi

MASEKO Ndumiso Moses
MASEMOLA Nomthandazo Princess
MASIKE Tsepiiso Johnson
MASUMPA Sesihle
MATABANE Koketso Phaswa
MATSANE Rodney Henry
MAXHAWULANA Anathi
MBADLA Ngeniso
MBELO Visani
MBILINI Xhanti
MBUNTSHU Athenkosi
MBUSHA Abongile
MEHLWANA Aphiwe
MEDEZI Ndumiso
MGODUKA Wanda
MGQALI Ntombekhaya
MGXOKWANA Bandile
MHAMBI Anathi
MKANGALA Yodidi

MKHWANAZI Busi Pamela
MKHWEBANA Basetsane Sindiswa
MKONTWANA Xolisa
MLISA Lindelani Promise
MLOMO Wandile
MNDAIYI Awonke
MNAYKENI Muriel Amisie
MNAYKENI Precious Zanele
MOFOKENG Thabang
MOHAPI Moleboheng
MOKOTSO Mamello
MOOI Siphelele
MOROA Atlehang
MOSS Akhona
MPONJWANA Nelson Kenneth
MPUQA Yandiswa Annita
MSIBI Siboniso
MTHEMBU Iviwe
MTI Xola
MTSAMAI Aphiwe
MVANGO Tandokazi
MYALENI Zizo
MZELEMU Assurance Nkosinathi
NDAKISA Jama Siyabonga
NDIKILA Anelisa
NDLALA Samkelo Ephraim
NDLANGAMANDLA Thamsanqa
NDLEBE Azintle Nichole
NDUNU Lulamile Ntlahla
NDZAUSE Papama
NGANGALAZA Kholeka
NGOBENI Thembisani
NGQENGQEZA Luvo
NGUBOMBI Phelelani
NHLABATHI Siphosihle Success
NJARA Qomani
NKALANGA Charity Nomcebo
NKAMBULE Musawenkosi Blessing
NKOSI Mpumelelo
NKOSI Sifiso Emanuel
NKOSI Veli Sympathy
NKWALI Tandazile
NODUME Siphamandla
NODUNYELWA Amahle
NOFUMA Luyolokazi
NSIMBINI Mgungu Frans
NTLOYA Onke
NTOMBELA Mfuneko
NTOZAKHE Bukani
NTOZIMBI Solomzi
NTULI Nonzuzo Zandile
NXESI Thandiswa
NYANISO Ayavuya
NYAWUZA Philisiwe Penelope
PHANDE Thembisa
PHUMETYENI Malakhiwe
PIKE Lihle
QANGANI Sibonelelo
QHALI Kekeletso Herbet
RAKGETSI Mathate Gilbert
RAMAKAEO Judith Mpolokeng
SAUL Aziziphlo
SEDIBE Themba David
SETAKA Tsoanelo
SHONGWE Wandile
SIBITANE Sicelo Saido
SIBIYA Manqoba Sfiso Clement
SICWEBU Nokulunga
SICWEBU Yonwaba
SIDUBEDUBE Anovuyo
SIGCAU Ayanda
SIGWILI Noluvuyo Phelisa
SIJENDU Inga
SKHOSANA Goodwill Nkululeko
SKHOSANA Simphiwe Vusi
SNYMAN Akhona
BACHELOR’S DEGREES

BACHELOR OF EDUCATION

SOBHEDE Azola
SOETSANE Katiso Nicholas
SOLANI Athandile
STOFILE Sinoxolo
TAFENI Siphosethu
THEMBA Lucia Sphiwe
THOMAS Ziphiwozihle
TSHOLO Nozipho Maureen
VILAKAZI Sipho Mkhululi
WALASE Wendy
WOGRAYA Zonke
XALI Sibusiso
XOBANI Esona
ZINGANI Lawrence Solomzi
ZOKWE Ntombovuyo
ZOZI Asemahle
ZULU Akhona
ZWENI Ayanda
ADU Kemi Olajumoke

PROFILE
This thesis examined the learning styles, availability and utilization of instructional materials as correlates of Grade 6 learners’ Mathematics performance in Buffalo City. The findings of the study revealed that Grade 6 learners’ learning styles (visual, auditory, kinesthetic) have a significant effect on their performance in Mathematics. Learning style emerged as the best predictor of learners’ mathematical performance, while the availability and use of instructional materials emerged as relatively strong predictors. The study further found that Grade 6 learners with visual learning styles performed best in Mathematics, followed by those who employ auditory and kinesthetic learning styles. The study recommends that teachers be trained in different types of learning styles that learners exhibit, as learning styles not only influence how learners learn and teachers teach, but also how these aspects intersect during classroom activities.

ADU Kemi Olajumoke
THESIS TITLE: Learning styles, availability, and utilization of instructional materials as correlates of Grade 6 learners’ Mathematics performance in Buffalo City
SUPERVISOR: Dr J. Pylman

MASINA Rumbidzayi

PROFILE
The study examined assessment procedures used during Industrial Attachment (IA), for the Industrial Clothing Design and Construction (ICDC) academic programme at selected polytechnic colleges in Zimbabwe. Data were collected from two polytechnic colleges and three host industries that were sampled purposively. Individual interviews with lecturers and focus group discussions with ICDC students were the major data-collection instruments, and these were supported by document reviews. The units of analysis included policymakers, external assessors and supervisors. Amongst others, the study reported on three overarching discoveries, namely that (i) non-comprehensive and non-aligned IA and Industrial Attachment Assessment (IAA) policies have resulted in inconsistent and unsystematic administration of IAA procedures; (ii) lack of effective collaboration between colleges and their host industries have impacted negatively on students’ assessment; and (iii) given the lack of effective practical competencies for assessment, students considered IAA to be ineffective. A recommendation is made that a more meaningful partnership be established between colleges and their host industries.

MASINA Rumbidzayi
THESIS TITLE: The analysis of Industrial Attachment Assessment procedures for Industrial Clothing Design and Construction: Implications for a vertically and horizontally integrated curriculum in polytechnic colleges in Zimbabwe
SUPERVISOR: Prof N. Duku
CO-SUPERVISOR: Dr N. Khewu
MASTER'S DEGREES

MASTER OF EDUCATION

DAMANA Yanga

DISSERTATION: Investigating grade 6 teachers' views and practices regarding creating intellectually safe classroom environments.

SUPERVISOR: Ms K Hackmack

KASSIM Abdul Fatau

DISSERTATION: Educators' perceptions on the effectiveness of alternatives to corporal punishment to maintain discipline.

SUPERVISOR: Dr N Pylman

MASELWA Headman Lwazi

DISSERTATION: Role analysis theory in enhancing School Governing Body's management of learner discipline: A case study

SUPERVISOR: Ms K Hackmack
BACHELOR OF EDUCATION HONOURS

AFRICA Caryn-lee
BENI Nontwazana Zoliswa
BOTYENI Rochee Kayla
CASSELS Alchenary Eamonnique
CULAYO Yanga
DE KLERK Tamsyn Marie-Jane
DINABANTU Fefekazi
DYANI Xolisa
DYOBISO Gcobani David
FATMAN Ayanda Eugene
FELE Thandeka
GAZI Judith Neziwe
GOGOTYA Bukiwe Midie
GOOSEN Marlen Develoronae
GULENI Ziyanda
JALI Enkosi
MABUSELA Zusiphe
MALANGENI Mzikayise Isaac
MANYALI Sabata
MAPUTENI Sibongiseni
MASWANA Thandokazi
MBEMBETA Ziyanda
MEMANI Bongiwe Irinner
MFENE Lungisa
MNGUNI Mnoneleli
MPUNGA Mkhuseli
MSHWESHWE Yolanda
MYIDA Bangile
NOQOKO Nokubonga
NOVANE Tarryn Shayna
NTSOMI Thobeka Ethel
NYABA Sinazo
QOLANI Siphosethu Portia
RADASI Nontokozo
SINEKE Zininzi
SPIKA Thembakazi
SUKDEV Angie Luchmee
TONGO Zukiswa Cordelia
TROMP Chardonnay Elizabeth
TSOANYANE Toloane Seipati
XAPILE Nolufefe
BACHELOR OF EDUCATION

ABRAHAMS Rene
APPEL Ryno Pedro
AUGUST Thalita
BAM Coceka Cikizwa
BARTMAN Alzane Khirishnie Rene
BENNETT Yentel
BOKOLOSHI Siyabonga
BONGELO Simbongile
BOOYSEN Melissa Nicole
BOTA Yanga
BOVUNGANA Asiphe Florence
BOYCE Bongile
BRECHT Romario Cliviro
BURGER Inge
BURNS-NCAMASHE Luthoinkelwa
BUYANA Thuleka
COLO Alungile
CUTSHWA Sandisile Brian
DANIELS Lubabalo
DARAZA Pamela
DE LANGE Olivia
DELEKI Nomfuza Julia
DETTMER Michael Jonathan
DITANA Mncedisi Julius
DLAMINI Samkelisiwe Zamazizi
DORASAMY Micaila Monick
EHLERT Britney Jade
ESSEN Megan Plasha
EXFORD Lee-Cole Taslyn
FATA Lungiswa Belinda
FLEMMERT Abeida Amorize
FOURIE Nicole
Fritz Tiffany Salome Rachel
FUNDIE Calwin Jean
GINA Bunene Hlelolwenkosi
GOMOMO Asipha
GONA Asipha
GOWER Kylista Lizade
GWALA Zoleka Patricia
GWEVA Siyanda
HESHULA Siviwe Simphiwe
ISAACS Bronwyn Nadine
JACOBS Alvandre Austin
KHANYA Duduzile Eldah
Khethe Sipokazi Natasha
KHOZA Lorrencia Martha
KHUMALO Bongokuhle Nokuthula
LAMBAS Michelle
LEKHULENI Margareth
LEONARD Owenita Azaria
LILOHLA Boyang
LIWANE Bongiswa
LIWANI Nikiwe
LOCKEM Waylene Minet
LOUW Justine Simorne
LUDADA Lethu
LUKHULENI Kholwani Clearence
BACHELOR'S DEGREES

BACHELOR OF EDUCATION

LURAYI Khumbulani
MADILWA Aviwe
MADLOLO Bonginkosi
MAHALA Sinazo
MAHLALELA Ciniso Walter
MAHLANGU Sphiwe
MAHLANGU Sylvia Thembi
MAKAULA Nobetho Sylvia
MAKELENI Gcobisa
MAKELELA Phomolo
MAKHETHA Nangamso
MALEHASE Retshepile
MANI Sinoxolo
MANKAYI Mkhululi
MANONO Ntombikayise
MAQABA Khombisile
MAQABUKA Buhle
MAQOLO Zizipho
MASHELE Grace Sphiwe
MASHOAI Mpokeleleng
MASINA Zanele Cynthia
MATATA Ngcwelekazi
MATAFENI Anathi
MAVUSO Fortunate Mbali
MAY Raydene Jennirene
MAZALENI Sinazo
MAZALENI Zoleka
MBANGULA Yanga
MOBZA Mzikisi
MCANJANA Ziyanda
McPHERSON Hannelie Alletta
MDUTSHANE Andiswa
MDZANGA Mbali
MEINTJIES Rheeza Mary
MGIQIKA Sinazo
MGODLO Sindisiwe
MHLE Sibulele
MHLONGO Simphiwe Hazel
MNUKWA Lolwethu
MNYWABE Noluthando
MOJANAGA Magobe Grace
MOKHANTSO Mpolokeng
MOORCROFT Kumeshnee Thiesa
MOYIKWA Cwayita
MOYO Gordon Welshman
MPAXA Ayabonga
MPHALALA Aphiwe
MTSHEMLA Hombakazi
MULLER Nicole Natilize
MVUNJWA Ntombizizile
NCIKI Ndumiso
NCONGWANE Anele Cleopatra
NDONGOLO Nolubabalo Princess
NDULULA Honey
NDYALIVANE Ongezwa
NGWEKAZI Lerato
NKHOMA Phumla Veronica
BACHELOR OF EDUCATION

NKOSI Thobile Lezaya
NKUNA Cashabala Mduduzi
NOMBWEU Anelisa
NOVEMBER Sithembinkosi
NQWESHI Joyce Dambisa
NTSHANGASE Esona
NZUZA Felicia Sthabile
PAMBANISO Mvuyisi
PANI Xolisa
PARKIES Kefioe
PARSON Jessica Irene
PETSE Khanyisa
PETZER Kerry-Ann
PHIWAYO Siphamandla
PHONCANA Lusanda Aphiwe
QAMEKA Siyasanga
QAVANE Athabile
QEZU Lutho Khanyisa
QWATEKANE Luxolo
RALARALA Silindele
RAMAIPATO Mampho Nkamohle
RARANE Siyavuya
SAZIWA Sinazo
SCHALKWYK Maxine Mercia Lervine
SEPTEMBER Sanele
SIAS Lee-Anne
SIMELELA Lithalethu
SITHOLE Gift Brenda
SITHOMO Anitta Nosihle
SITUMA Buhle
SOBAYENI Luzuko
SOKHIYA Petty Sesethu
SOLOMON Morne Zane
SOTONDOSHE Siphosethu
SULELO Amanda
SWARTBOOI Hubrina Cassandra
THALALISO Khanyiswa
TOLI Ntombelengolo
TSOANYANE Amohela Nkanetseng
TYATYEA Sphokazi
TYHOBEKA Zintle
VALLEA Theresa Irolinza
VALTYN Romario Daniel
VAN RAYNER Fiona Melissa
VAN WYK Kay Ophelia
WANI Sinokhola
WILLIAMS Lesley
ZATHU Bulela
ZAWANA Akhona
ZOKUFA Sive
ZUMA Thabani Blessing
Equipment and Supplies

- Laptop
- Scanner
- Camera
- Printer
- Office software (e.g., Microsoft Office)
- Meeting software (e.g., Zoom, Google Meet)
- Collaboration tools (e.g., Slack, Microsoft Teams)
- Online storage services (e.g., Dropbox, Google Drive)
- Video conferencing equipment

Preparation

1. Gather all necessary equipment and supplies.
2. Test the equipment to ensure it is functioning properly.
3. Prepare your workspace for a virtual meeting.
4. Familiarize yourself with the meeting software.
5. Send meeting invitations well in advance.
6. Provide clear instructions for joining the virtual meeting.

During the Meeting

1. Begin the meeting on time.
2. Welcome participants and introduce the agenda.
3. Manage the meeting flow and ensure all participants are engaged.
4. Set clear expectations for participation.
5. Encourage active participation and feedback.
6. Manage time effectively.

Post-Meeting

1. Send out meeting minutes and action items promptly.
2. Follow up with attendees to ensure they understand their roles.
3. Evaluate the effectiveness of the virtual meeting.
4. Continuously improve your virtual meeting practices.