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| Title: | **Understand how to lead effective meetings** |
| Level: | **3** |
| Credit value: | **2** |
| Unit guided learning hours | **4** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand how to prepare and plan a meeting
 | 1.11.21.31.4 | Explain the purpose of a meetingExplain the purpose and structure of an agendaExplain how to select and invite the right people to attend the meetingDescribe how to prepare prior to a meeting |
| 1. Understand how to manage a meeting
 | 2.12.22.32.4 | Explain the roles and responsibilities of the chairperson, the secretary and individuals at a meetingExplain basic meeting protocol and proceduresExplain positive and negative actions that can affect meetingsExplain the purposes of minutes and action plans  |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop knowledge and understanding of meetings as required by a practising or potential first line manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Management & Leadership 2008 NOS: D11 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |

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| Equivalencies agreed for the unit (if required) | M3.33 - Effective meetings for managers |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * The purpose, value and types of meeting
* How to prepare an agenda for a meeting
* How to consult with others and prepare to contribute effectively to a meeting
* How to identify who are the appropriate people to attend a meeting
* How to organise a meeting (physical resources, documentation, agenda)
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| 2 | * How to make an effective contribution to discussion/decision making during a meeting
* Roles and responsibilities of the chairperson, the secretary and individuals at a meeting
* How to ensure all meeting delegates get the opportunity to contribute
* How to deal with ‘negative’ meeting behaviours
* How to manage time during a meeting
* How to ensure meeting purposes and objectives are met
* Purposes of minutes and action plans
* The importance of follow-up procedures after a meeting and how to use action plans to do so
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