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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 | | 1.1  1.2  1.3  1.4 | Explain the purpose of a meeting  Explain the purpose and structure of an agenda  Explain how to select and invite the right people to attend the meeting  Describe how to prepare prior to a meeting |
| 1. Understand how to manage a meeting | | 2.1  2.2  2.3  2.4 | Explain the roles and responsibilities of the chairperson, the secretary and individuals at a meeting  Explain basic meeting protocol and procedures  Explain positive and negative actions that can affect meetings  Explain 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) | |
| 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 | |