

Organise Meetings

Level: 2
 Credits: 3
 Learning Time: 30

| Learning Outcomes | Assessment Criteria |
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| <i>The learner will:</i> | <i>The learner can:</i> |
| 1 Understand how to make arrangements to support meetings | 1.1 Establish the purpose, date, time, attendees and location of a meeting 1.2 Establish facilities required for the meeting 1.3 Book and confirm an appropriate meeting place and facilities |
| 2 Produce supporting documentation within an appropriate timescale | 2.1 Collate information to produce an accurate Notice of Meeting 2.2 Manage the information required to produce an agenda |
| 3 Be able to keep accurate pre-meeting records | 3.1 Record apologies for absence |
| 4 Understand the need for confidentiality and compliance with the law | 4.1 Maintain confidentiality of meeting documents |
| 5 Be able to carry out pre-meeting checks and preparations | 5.1 Liaise with others when carrying out pre-meeting checks and preparations 5.2 Provide all documents, items and facilities required for a meeting |

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| 6 Be able to distribute accurate documentation following a meeting | 6.1 Reproduce and circulate minutes and other documents for distribution |
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Unit aim

This unit aims to equip the learner with the knowledge and skills to liaise with a line manager or colleague to make arrangements to hold a meeting and support the effective running of that meeting. In addition, the learner should be able to assist in the reproduction and distribution of minutes and other documents to the correct recipients after the meeting has taken place. Learners are not required to take the minutes themselves.

