

## SUPPORT BUSINESS MEETINGS

Level: 3  
 Credits: 3  
 Learning Time: 30

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Support the running of the meeting	1.1 Carry out pre-meeting checks  1.2 Provide support to the Chair of the meeting  1.3 Provide ongoing administrative support to the meeting
2 Take minutes to record the meeting	2.1 Summarise the discussions that take place concisely and in a manner that can easily be understood by the target audience  2.2 Keep an accurate written record of the decisions taken
3 Prepare and circulate minutes following the meeting	3.1 Check draft minutes with meeting Chair  3.2 Prepare final minutes  3.3 Distribute minutes  3.4 Store minutes so they are accessible for future meetings

### Unit aim

The aim of this unit is to provide learners with the knowledge, understanding and skills required to support a business meeting. They will provide administrative support, take minutes during the meeting and perform follow-up actions as required.