

<b>Title:</b>	Assist with Supporting Business Meetings
<b>Level:</b>	1
<b>Credit value:</b>	3
<b>GLH:</b>	27
<b>Unique Reference Number:</b>	A/505/0625
<b>Sector Subject Area:</b>	15.2 Administration
<b>Aim:</b>	The aim of this unit is to provide learners with the skills and knowledge to be able to assist with supporting business meetings.
<b>Assessment Type:</b>	Assessment of this unit will be through the completion of a mandatory internally set and internally assessed portfolio of evidence.

### Learning outcomes

*The learner will:*

1. Be able to understand the purpose of business meetings.

#### **Delivery content:**

The aim of this learning outcome is to provide the learners with the knowledge and skills to understand the purpose of business meetings.

The learner must:

- 1.1 Outline the key reasons why meetings need to be held.
- 1.2 State the purpose of:
  - a) An agenda.
  - b) Minutes.
  - c) The chair of a meeting.

2. Be able to understand how to prepare for and follow up business meetings.

#### **Delivery content:**

The aim of this learning outcome is to provide the learners with the knowledge and skills to understand how to prepare for and follow up business meetings.

The learner must:

<p>2.1 List the <b>steps required</b> to prepare for a meeting.</p> <p>2.2 Assist in preparing specified documents for a meeting.</p> <p>2.3 List the <b>activities</b> which may be required to follow up a meeting.</p>
<p>3. Be able to set up a meeting room and provide support at a meeting.</p>
<p><b>Delivery content:</b></p> <p>The aim of this learning outcome is to provide the learners with the knowledge and skills to be able to set up a meeting room and provide support at a meeting.</p> <p>The learner must:</p> <p>3.1 State at least two <b>ways in which a room can be set up for a meeting.</b></p> <p>3.2 Demonstrate how to set up a room for a meeting.</p> <p>3.3 Provide support at a meeting.</p>

<p><b>Scope of Training</b></p> <p>The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.</p>	
<p><b>Requirements</b></p>	
<p>2.1 Steps required.</p>	<p>Should include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Defining objectives.</li> <li>• Gathering information.</li> <li>• Organising materials.</li> <li>• Confirming logistics.</li> <li>• Sending invitations.</li> </ul>
<p>2.3 Activities.</p>	<p>Could include:</p> <ul style="list-style-type: none"> <li>• Distributing minutes.</li> <li>• Assigning action items.</li> <li>• Scheduling follow-up meetings.</li> <li>• Evaluating the meeting.</li> </ul>
<p>3.1 Ways in which a room can be set up for a meeting</p>	<p>Could include:</p> <ul style="list-style-type: none"> <li>• Boardroom style.</li> <li>• Classroom style.</li> <li>• U-shape style.</li> </ul>