

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Developing Meeting Skills
Unit Reference Number:	K/615/9155
Level:	Level 2
Credit Value:	2
Minimum GLH:	16

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand that there are different purposes to the meeting	1.1 Describe a range of reasons and purposes for holding meetings
	1.2 Describe how meetings differ depending on their nature and purpose, size, the people involved and the organisational culture
2. Understand meeting conventions and processes	2.1 Describe key aspects of the meeting process and procedures
	2.2 Describe the importance of having an agenda.
	2.3 Describe the structure of a conventional agenda
	2.4 Describe the types of information and documentation that may be needed at a meeting
	2.5 Describe the importance of taking notes and recording outcomes and decisions
	2.6 Describe the role of the Chair in a meeting
	2.7 Give examples of acceptable and unacceptable behaviours in a meeting
3. Be able to participate in a meeting	3.1 Make clear contributions to a meeting which are relevant to the point in discussions
	3.2 Listen to others contributions without interrupting

3.3 Communicate in a style appropriate to the purpose and level of formality of the meeting