

Access to H.E. National Programme Unit



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| Unit Title: | Effective Meetings | | |
| Graded Unit Code: | GA33MAN02 | Ungraded Unit Code: | UA33MAN02 |
| Pathway(s): | Business and Management Construction and the Built Environment Hospitality, Leisure and Tourism Humanities and Social Sciences | | |
| Module(s) | Management | | |
| Level: | 3 | Credit Value: | 3 |
| Valid from: | 1 st August 2014 | Valid to: | 31 st July 2028 |

The following QAA grade descriptors must be applied if you are delivering the graded version of this unit:

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| 1 | Understanding of the subject |
| 2 | Application of knowledge |
| 7 | Quality |

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| The learner will: | The learner can: |
| 1. Understand when meetings are the appropriate form of communication | 1.1 Identify and describe the benefits of holding a meeting for a given situation |
| | 1.2 Identify and describe situations when alternative means could achieve similar results |
| 2. Understand the importance of preparing for a meeting | 2.1 Describe the importance of an agenda and identify the components and characteristics of an effective agenda |
| 3. Understand the records and information which flows from a meeting. | 3.1 Describe the importance of minutes and how these are recorded and disseminated to be effective |

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