

Access to H.E. National Programme Unit



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:

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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