Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. If delivering the graded version of this unit, please refer to the Provider Handbook for details on grading descriptors and the application of these across units within your programme.

Unit Title: Effective Meetings

Graded Unit Reference Number: GA33MAN02

Ungraded Unit Reference Number: UA33MAN02

Module: Management

Level: Three (3)

Credit Value: Three (3)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (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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