# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Developing Meeting Skills

**Unit Reference Number:** K/615/9155

**Level:** Two (2)

**Credit Value:** Two (2)

**Minimum Guided Learning Hours:** 16

| Learning Outcome (The Learner will): | Assessment Criterion (The Learner can): |
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| 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 |

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

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