

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Supporting Business Meetings

Unit Reference Number: D/615/8438

Level: One (1)

Credit Value: Three (3)

Minimum Guided Learning Hours: 27

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know the preparation required to hold a business meeting	1.1 Outline the preparation needed for a formal meeting
	1.2 Identify the types of documentation to be prepared for business meetings
2. Be able to set up a room for a meeting	2.1 Present a plan for setting up a room for a specified meeting
	2.2 Follow instructions to set up a room for a specified meeting
3. Be able to support a meeting by taking notes	3.1 Take notes at a meeting showing the key action points agreed
4. Be able to complete follow-up activities after a meeting	4.1 Follow instructions to complete follow-up activities after a meeting