

Meetings and how they Work

No	Learning Outcome	No	Criteria for Assessment	Assessment Method
1	Demonstrate communication skills in a meeting environment	1.1 1.2 1.3	Identify the different types of communication skills Describe why communication skills aid meetings Demonstrate the use of communication skills within two different meetings	1.1 Group work & presentation 1.2 Questionnaire 1.3 Observation of meetings by assessor
2	Work with others prior to, at, and after meetings	2.1 2.2 2.3	Work with others to carry out two identified activities that will aid the content of further meetings Aid discussions by working with others at two meetings Carry out two pieces of identified work for presentation at further meetings	2.1 Evidence of two pieces of work and witness testimony/ies from colleagues 2.2 Demonstrate effective communication skills when working with others at two meetings 2.3 Evidence of two pieces of work
3	Describe and show evidence of adhering to meeting rules, behaviours and etiquette	3.1 3.2 3.3	Describe the rules of meetings Describe the behaviours and etiquette necessary for successful meetings Participate in two meetings, adhering to rules, behaviour and etiquette	3.1 Questionnaire 3.2 Questionnaire 3.3 Minutes of two meetings showing involvement and witness testimony from colleague
4	Identify and appreciate the different roles and responsibilities of people attending meetings	4.1	Describe the different roles and responsibilities of people attending meetings and why this is important	4.1 Questionnaire and Role Play
5	Carry out your own roles and responsibilities	5.1	Gather appropriate information on time prior to two meetings Take part in two meetings and	5.1 Evidence of two pieces of work, & Witness Testimony

	including self management and information gathering before, at and after meetings	5.2	share information, participate in discussions and make appropriate notes to aid the outcome of the meeting	5.2 Minutes of two meetings and Witness Testimony of two meetings
		5.3	Agree to, and carry out identified activities/pieces of work as identified in two meetings	5.3 Evidence of two pieces of work/activities