**Assignment Task for Unit: Understand how to lead effective meetings**

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| **Centre Number:** 010563 | **Centre Name:** Queen Mary University of London |
| **Learner Registration No:** | **Learner Name:** |
| **TASK**The purpose of this unit is to develop knowledge and understanding of how effectiveness on leading meetings can be increased by good planning, preparation, and the use of meeting management techniques.Where appropriate, you may chose to include examples of documentation you have completed with brief explanations to cover context, background, and your reasons for taking the approach shown.The requirements of the task are set out in the sections below.**NOTE:***You may want to relate your answers to an organisation that you work in. If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity.**You should plan to spend approximately 9 hours researching your workplace context, preparing for and writing or presenting the outcomes of this assignment for assessment. The 'nominal' word count for this assignment is 1000 words: the suggested range is between 800 and 1500 words.**Check your assignment carefully prior to submission using the assessment criteria.* GUIDANCE:* Complete your assignment on this document in the section below labelled “Your Assignment”
* Save your assignment with the following title **PD116 Assignment YI XX.XX.XXXX** (where YI is your initials and XX.XX.XXXX is the date of submission).
* You need to cover every element of each task to pass the assignment. When you have completed each task, re-read the instructions to check that you have done what’s required.
* Check your spelling, grammar and presentation; your work should be professionally presented
* It is very important that your assignment represents your own work, written in your own words. In returning this assignment, you are agreeing to have it processed by similarity detection software. This will highlight text found in your work which matches text found on the internet, in journals and books, and in other submitted assignments. If you are in any doubt about what you may or may not include in your assignment, please consult your course tutor before submission.
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| *Please use the headings shown below when writing up your Assignment* | **Assessment Criteria** |
| **Know how to prepare and plan a meeting**Based on a meeting situation with which you are familiar provide responses to these assessment criteria showing how you plan and prepare for an effective meeting. Where appropriate, you may include examples of documentation you have completed with brief explanations. | * Explain the purpose of a meeting *(12 marks)*
* Explain the purpose and structure of an agenda *(12 marks)*
* Explain how to select and invite the right people to attend the meeting *(12 marks)*
* Describe how to prepare prior to a meeting *(12 marks)*
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| **Know how to manage a meeting**Based on the example given above, explain the roles and responsibilities of those attending the meeting, including the correct protocols/procedures that should be followed.Give some specific examples of the types of behaviour that in your view can have a positive or negative effect on the success of the meeting and in the case of negative behaviours explain how, as the chairman of the meeting you would address these. There are some models you could apply.Explain how the meeting should be minuted, action points prepared and followed up. Where appropriate you may include examples of documentation you have completed with brief explanations. | * Explain the roles and responsibilities of the chairperson, the secretary and individuals at a meeting *(12 marks)*
* Explain basic meeting protocol and procedures *(16 marks)*
* Explain positive and negative actions that can affect meetings *(12 marks)*
* Explain the purposes of minutes and action plans *(12 marks)*
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| Your Assignment |
| **By submitting I confirm that this assignment is my own work** |
| Name |  | Date |  |