**BSBADM502**

**Manage meetings**

**Learner Assessment**

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Candidate Details

### Assessment – BSBADM502: Manage meetings

Please complete the following activities and hand in to your trainer for marking. This forms part of your assessment for BSBADM502: Manage meetings.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I declare that no part of this assessment has been copied from another person’s work with the exception of where I have listed or referenced documents or work and that no part of this assessment has been written for me by another person.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If activities have been completed as part of a small group or in pairs, details of the learners involved should be provided below;**

This activity workbook has been completed by the following persons and we acknowledge that it was a fair team effort where everyone contributed equally to the work completed. We declare that no part of this assessment has been copied from another person’s work with the exception of where we have listed or referenced documents or work and that no part of this assessment has been written for us by another person.

Learner 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learner 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learner 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Question 1

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| **Estimated Time** | **25 Minutes** |
| **Objective** | **To provide you with an opportunity to develop *agenda* in line with stated *meeting purpose.*** |
|  | **Why do you have meetings in your work area?** **Using the four broad objectives, for a meeting that you have attended, explain whether the meeting succeeded in its aims or not.****Have you ever gone to a meeting that has or heard of a meeting that has failed? Give a few reasons why and explain what should have been done during the meeting?****What is the difference between a formal and informal group?****Use forming, storming, norming and performing to explain a meeting that you attended and how the group was formed for the meeting** |

### Question 2

|  |  |
| --- | --- |
| **Estimated Time** | **20 Minutes** |
| **Objective** | **To provide you with an opportunity to chair meetings in accordance with organisational requirements, agreed *conventions* for type of meeting and *legal and ethical requirements.*** |
|  | **What leadership skills should a chair have?****In your own words, explain what you believe a good meeting is.****List the role of a chair.****What is the difference between a good chair and a bad chair?** |

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### Question 3

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| **Estimated Time** | **25 Minutes** |
| **Objective** | **To provide you with an opportunity to ensure meeting facilitation enables participation, discussion, problem-solving and *resolution* of issues.** |
|  | **What questions can you use to stimulate discussion? Give an example of a time when you would you use the question. Give one example for five different questions.****What is the purpose of summarising?****What are the steps that you would use to resolve conflict during a meeting?****Tudor Rickards proposes that there are five sets of problems. List them and give an example for each.** |

### Question 4

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| --- | --- |
| **Estimated Time** | **15 Minutes** |
| **Objective** | **To provide you with an opportunity to brief minute-taker on method for recording meeting notes in accordance with organisational requirements and conventions for type of meeting.** |
|  | **Why do you think the minute taker should be briefed before a meeting?** |

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### Question 5

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| **Estimated Time** | **15 Minutes** |
| **Objective** | **To provide you with an opportunity to check transcribed meeting notes to ensure they reflect a true and accurate record of the meeting, and are formatted in accordance with organisational procedures and meeting conventions.** |
|  | **What should minutes include?****When you write minutes what should you do?** |

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### Question 6

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| **Estimated Time** | **10 Minutes** |
| **Objective** | **To provide you with an opportunity to distribute and *store minutes* and other follow-up documentation within designated timelines, and according to organisational requirements.** |
|  | **What may happen if you cannot meet time frames in meetings?** |