Final Formative Assessment

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| **Specific Outcome 1: Prepare for a meeting :****Physical arrangements required for a meeting are listed and an indication is given of who is responsible for making the necessary arrangements**  |
| List four physical arrangements that are required for a meeting | 4 |
| Who will usually make these arrangements? | 1 |
| **The importance of checking that physical arrangements are in order is explained and a checklist is devised as a management tool** |
| Why should you check that the physical arrangements are in order? | 1 |
| **Documents required for a specific meeting are identified and summarised in order to identify areas of clarification or potential conflict** |
| List the documents that have to be prepared for a meeting | 3 |
| **The purpose of an agenda is explained and an indication is given of how items can be placed on the agenda** |
| What is the purpose of an agenda? | 1 |
| **The function of minutes as a record of the meeting is explained and an indication is given of how discrepancies in the minutes can be addressed at a meeting** |
| * What is the purpose of minutes of a meeting?
 | 1 |
| **The functions of office bearers are explained with reference to their role in a meeting** |
| List three duties that a chairman has to perform | 3 |
| **Specific Outcome 2: Conduct a meeting*** **A meeting of a selected group is convened and conducted according to a pre-planned agenda**
* **Committee procedures are followed based on the standing procedures of an organisation or agreed guidelines**
* **Opportunities are created to allow maximum participation by people attending the meeting Discussions are summarised to facilitate recording and to clarify proposed action**
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| During one of the formative assessments you were requested to conduct a meeting. Who was elected chairman? | 1 |
| Who was selected secretary? | 1 |
| Did the meeting start on time? | 1 |
| Did the meeting finish on time? | 1 |
| How many members contributed to the meeting? | 1 |
| How many members did not contribute? | 1 |
| Attach a copy of the agenda. | 1 |
| Were the items on the agenda followed in the order they appeared? Motivate your answer. | 2 |
| **Specific Outcome 3**: **Demonstrate strategies to deal with conflict in a meeting*** **Situations that could be a potential source of conflict are identified and possible strategies to diffuse conflict are suggested with reference to attitude of member, topic, positions adopted by people, language and tone**
* **Strategies for resolving conflict at a meeting are demonstrated in role play for three different scenarios.**
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| During Formative Assessment 5 the group once again discussed the conflict that arose from the meeting in Formative Assessment 3. You were requested to follow the steps as outlined in the learner guide to resolve the conflict and make notes about the conclusions at each step. Attach your notes. | 7 |
| You were also requested to write at least two paragraphs about the process and how it helped you to see the other person’s point of view and come to a solution that suited everyone. Attach your written piece. | 3 |
| **Specific Outcome 4: Follow up on a meeting*** **Minutes are checked for accuracy prior to distribution**
* **The meeting is reviewed and suggestions for improvement are made to enhance the effectiveness of future meetings**
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| Why should minutes be checked for accuracy and completeness?. | 2 |
| **An action list is compiled to ensure that the decisions of a meeting are implemented and an indication is given of how these can be monitored by the chairperson** |
| Why should an action list be drawn up? | 2 |
| **TOTAL** | **(37)** |