

Unit Title:	Organising and facilitating meetings and workshops
OCR unit number:	8
Credit value:	4
Level:	4
Guided learning hours:	33
Unit reference number:	A/504/1309

## Unit aim and purpose

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By completing this unit the learner will be able to take responsibility for organising, preparing for and facilitating meetings and workshops. The unit will prepare learners for leading meetings where attendees are of similar level of seniority.

Learning Outcomes	Assessment Criteria
<p><b>The Learner will:</b></p> <p>1 Be able to take responsibility for meeting and workshop arrangements</p>	<p><b>The Learner can:</b></p> <p>1.1 Set up meetings and workshops using calendar / scheduling software</p> <p>1.2 Manage the communications regarding meeting and workshop arrangements with:</p> <ul style="list-style-type: none"> <li>• intended audience</li> <li>• venue, technology and catering providers, as necessary</li> </ul> <p>1.3 Assess the needs of the context and audience for meetings and workshops to determine requirements, including venue, audio/visual technology and catering</p>
<p>2 Understand how to facilitate meetings and workshops</p>	<p>2.1 Assess how to structure meetings and workshops appropriate to the context, objectives and audience of meetings and workshops</p> <p>2.2 Assess different methods of communicating information in meetings and workshops</p> <p>2.3 Assess what questions are relevant to the meeting situation and audience</p> <p>2.4 Assess when it is appropriate to give others opportunity to verbally contribute ideas and opinions</p>
<p>3 Be able to facilitate meetings and workshops</p>	<p>3.1 Establish ground rules, purpose and objectives for meetings and workshops</p> <p>3.2 Lead a meeting and workshop to achieve objectives</p> <p>3.3 Communicate information clearly at appropriate points during meetings and workshops</p> <p>3.4 Summarise discussions and decisions during meetings and workshops to the appropriate level of detail</p> <p>3.5 Record meeting actions and decisions</p> <p>3.6 Review progress against actions as appropriate</p>

## Assessment

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This unit is internally assessed by the centre and externally moderated by OCR.

## Evidence requirements

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Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).