

# CFASAA411

## Plan and organise your own meetings



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### Overview

Make arrangements for meetings.

Links: Self Administration; SAS / A421

#### Specific skills

1. communicating
2. managing time
3. planning
4. quality checking
5. interpersonal skills
6. negotiating
7. presenting yourself
8. using technology
9. recording
10. organising

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### Performance criteria

*You must be able to:*

- P1 choose and organise appropriate location, equipment and catering requirements
- P2 check any costs associated with the meeting in line with your organisations procedures
- P3 invite people to the meeting asking for any special requirements
- P4 send out meeting agenda and any other related documents in good time before the meeting
- P5 arrange equipment, resources and layout of room
- P6 communicate health, safety and security procedures to attendees
- P7 make sure attendees needs are met
- P8 make sure notes or action points are recorded for circulation
- P9 record any comments on all aspects of the meeting for future reference
- P10 review feedback and identify learning points to improve future meetings

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### Knowledge and understanding

*You need to know and understand:*

- K1 procedures for agreeing appropriate meeting costs
- K2 the purpose and benefits of planning and organising meetings effectively and efficiently
- K3 the role of the person organising the meeting
- K4 types of meetings and their main features
- K5 the types of information that attendees will need
- K6 how to identify suitable locations for different types of meetings
- K7 the types of resources that will be needed for different types of meetings
- K8 special requirements that attendees may have and how to meet these
- K9 health, safety and security requirements when organising meetings
- K10 the purpose and benefits of taking notes for circulation
- K11 the purpose of recording any feedback about the meeting

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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	CFA Business Skills @ Work
<b>Original URN</b>	SAS / A411
<b>Relevant occupations</b>	Agriculture, Horticulture and Animal Care; Business, Administration and Law; Information and Communication Technology; Arts, Media and Publishing; Health, Public Services and Care; Medicine and Dentistry; Nursing and Subjects and Vocations Allie; Health and Social Care; Public Services; Child Development and Well Being; Agriculture; Horticulture and forestry; Animal care and veterinary science; Environmental conservation; Professional Occupations; Managers and Senior Officials; Information and Communication Technology; Research Professionals; Librarians and Related Professionals; Engineering Professionals; Science Professionals; Database Administration; Software Development; Systems Support; Local Area Archives; Associate Professionals and Technical Occupations; Corporate Managers and Senior Officials; Microsoft Certified Professional; Application Support; Business Analyst; Managers and Proprietors in Hospitality ; ICT for practitioners; ICT for users; Science and mathematics; Science; Mathematics and statistics; Construction, Architecture; Building and construction; Urban, rural and regional planning; Retail and commercial enterprise; Retailing and wholesaling; Warehouse and distribution; Service enterprises; Hospitality and catering; Leisure, travel and tourism; Sport, leisure and recreation; Travel and tourism; Performing Arts; Media and communication; Publishing and information services; History, philosophy and theology; History; Archaeology and archaeological sciences; Philosophy; Theology and religious studies; Social sciences; Geography; Sociology and social policy; Politics; Economics; Anthropology; Language, literature and culture; Languages, literature and culture of the; Other languages, literature and culture; Linguistics; Education

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and training; Teaching and lecturing; Direct learning support; Preparation for life and work; Foundations for learning and life; Preparation for work; Accounting and finance; Administration; Business management; Marketing and sales; Law and legal services; Production Managers; Functional Managers; Quality and Customer Care Managers; Financial Institution and Office Manager; Managers in Distribution, Storage and Re; Protective Service Officers; Health and Social Services Officers; Managers in Farming, Horticulture, Forestry; Managers and Proprietors In Other Services; Health Professionals; Teaching Professionals; Legal Professionals; Business and Statistical Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Science and Engineering Technicians; Draught persons and Building Inspectors; IT Service Delivery Occupations; Health Associate Professionals; Therapists; Social Welfare Associate Professionals; Protective Service Occupations; Artistic and Literary Occupations; Design Associate Professionals; Media Associate Professionals; Sports and Fitness Occupations; Administration and Secretarial Occupations; Government and Related Organisations; Finance; Records; Communications; General; Secretarial and Related Occupations; Skilled Trades Occupations; Printing Trades; Personal Service Occupations; Healthcare and Related Personal Services; Childcare and Related Personal Services; Animal Care Services; Leisure and Travel Service Occupations; Hairdressers and Related Occupations; Housekeeping Occupations; Personal Services Occupations NEC; Sales and Customer Services Occupations; Sales Assistants and Retail Cashiers; Customer Service Occupations; Process, Plant and Machine Operatives; Process Operatives; Plant and Machine Operatives; Assemblers and Routine Operatives; Construction Operatives; Transport Drivers and Operatives; Mobile Machine Drivers and Operatives; Elementary Occupations; Elementary Agricultural Occupations; Elementary Construction Occupations; Elementary Process Plant Occupations; Elementary Goods Storage Occupations; Elementary Administration Occupations; Elementary Personal Services Occupations; Elementary Cleaning Occupations; Elementary Security Occupations; Elementary Sales Occupations; Transport Associate Professionals; Legal Associate Professionals; Business and Finance Associate Professionals; Sales and Related Associate Professional; Conservation Associate Professionals; Public Service and Other Associate Professionals

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### Suite

Self Administration NOS

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### Key words

communicating, interpersonal skills, manage resources, managing time, negotiation, organisation, planning, problem solving, recording, using technology, presentation, quality checking, procedures, invitations, equipment, layout, notes, comments ,agenda ,cost