

Methodological tool: Develop your own simple checklist

Number of methodological Tool	EUPA_LO_024_M_027
Work Area Code and Title	WA7 BUSINESS TRAVEL, DIARY SYSTEMS, MEETING ORGANIZATION AND EVENT MANAGEMENT
Unit Code and Title	2.14 Prepare for a routine meeting (including meeting documentation)
Learning Outcome Number and Title	LO024: Demonstrate the ability to prepare for a routine meeting by drawing up a simple checklist, liaising with the Chair of the meeting, and produce the relevant documents required
Title of methodological tool	Develop your own simple checklist
Objective of the methodological tool	Through this exercise the participants will learn to develop their own checklist in order to follow the activities needed for the preparation of a meeting.
Individual or group exercise	<input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Simulation
Description of the exercise	Participants are given a memo, which has been received by Mary from her manager. The memo suggests that a meeting with important partners from abroad will take place, and that Mary has to arrange all details. Participants are requested to produce their own checklists containing the activities needed for the preparation of a meeting.
Exercise is accompanied by	<ol style="list-style-type: none"> 1. A memo to Mary from her manager 2. Sample checklists (<i>to be provided as the solution to the exercise</i>)
Exercise solution	The participants should demonstrate ability to analyse what is requested for the meeting and focus on the details. Sample meeting checklists are attached. However, it should be explained to the participants that these are indicative.
Other comments to the trainer	The participants have to work in groups in order to develop checklists for the meeting.