

## Methodological tool: Meeting agenda

Number of methodological Tool	EUPA_LO_070_M_001
Work Area Code and Title	<b>WA7: Business Travel, Diary Systems, Meeting organization and event management</b>
Unit Code and Title	<b>3.11 Plan, organise and support meetings and recommend improvements to the procedures</b>
Learning Outcome Number and Title	<b>LO070: Analyse the organisation, documents and materials provided for a meeting and make recommendations for any improvements.</b>
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> <li>1. Analyze the organization, documents and materials provided for a meeting, check their completeness and compare them towards the best practice.</li> <li>2. Take responsibility for preparing recommendations for improvements of documents and meeting organization</li> </ol>
Approximate Time needed for the completion of this exercise	30 minutes
Individual or group exercise	<input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Group exercise <input checked="" type="checkbox"/> Simulation <input checked="" type="checkbox"/> Group discussion
Description of the exercise/Procedure	Participants work in small groups, each group is given 3 examples of Meeting agenda, the groups are the asked to compare the examples toward the best practice and correct them if needed.  Depending on each agenda/topics of discussion, develop a checklist and a list of the materials you are likely to prepare for the meeting  Group discussion follows.
Exercise is accompanied by	3 examples of meeting agenda
Exercise solution	N/A
Other comments to the trainer	N/A