

Methodological tool: Meeting agenda

Number of methodological Tool	EUPA_LO_070_M_001
Work Area Code and Title	WA7: Business Travel, Diary Systems, Meeting organization and event management
Unit Code and Title	3.11 Plan, organise and support meetings and recommend improvements to the procedures
Learning Outcome Number and Title	LO070: Analyse the organisation, documents and materials provided for a meeting and make recommendations for any improvements.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Analyze the organization, documents and materials provided for a meeting, check their completeness and compare them towards the best practice. 2. Take responsibility for preparing recommendations for improvements of documents and meeting organization
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