Updating for Business

An MSC Open Tech sponsored project

Organising and Running Meetings

A Workbook designed for use with

Managing the Office, Element 9: Organising and Running Meetings

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Managing the Office

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Workbook Objectives

After working through this Workbook you will be able to:

- ☐ give reasons why meetings may be unproductive
- ☐ list the different functions meetings perform
- ☐ describe the differences between formal and informal meetings and give examples of each
- ☐ describe the documents relating to formal meetings and the duties of the officers
- ☐ explain the procedures used at a formal meeting for considering amendments to a motion and outline the steps a chairperson should take when dealing with a controversial matter at an informal meeting
- ☐ prepare for a formal meeting
- ☐ take minutes at a meeting
- ☐ describe some of the types of role behaviour a chairperson will face at meetings, describe positive and negative qualities of each role and explain how to handle each type

Throughout this Workbook, you will see that each Activity is accompanied by a symbol.

denotes *reflective activity*, in which you are asked to think for a few minutes about a particular subject, to focus on or reinforce what you have just been reading, and perhaps jot down some notes, before going on to the next piece of work.

denotes an activity for which a specific *written answer* is required, the answers to which you will find at the back of the book.

The times given are approximate, and for your guidance only.

If you are reading this Workbook as part of your study for the Open BTEC programme, the symbol indicates points at which you should return to the Learning Sequence in the accompanying Study Guide before proceeding.