

Read This Page First

Learning Materials

This Study Guide is designed to be used in conjunction with:

Workbook: *Organising and Running Meetings*

Equipment Needed

You will need a radio and a tape recorder for Self Check Exercise 4.

Tutor Contact

The arrangements for tutor contact will depend on the college/learning centre at which you are studying. There is a Tutor Review Exercise to be completed once you have worked through the Element. This will involve attendance at your learning centre to complete the Exercise.

Prior Knowledge

This Element is of particular interest to people who are involved in running or attending business meetings. Apart from this consideration no particular assumptions have been made about what you are already expected to know about organisations and offices before starting this Element. However, you will find this Element easier to understand and apply if you are currently working in an office environment (or have recent experience of doing so) and have recent experience of business meetings.

Element Overview and Objectives

These are given on page 4. Read through them to get an overall picture of the Element, and what you will be learning.

Learning Sequence

The Work Planner on page 5 summarises the learning activities for this Element. The times given are approximate and are only a guide to help you plan your work.

When you are ready to start the Element turn to page 6 and follow the directions there.