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ASSESSMENT TOOL – MAPPING DOCUMENT

Elements / Performance Criteria		Location
Element 1 Prepare for meetings		
1.1	Develop agenda in line with stated meeting purpose	Assessment 1 MCQs 7, 8, 9
1.2	Ensure style and structure of meeting are appropriate to its purpose	Assessment 1 MCQs 5, 7, 8, 9
1.3	Identify meeting participants and notify them in accordance with organisational procedures	Assessment 1 MCQs 10
1.4	Confirm meeting arrangements in accordance with requirements of meeting	Assessment 1 MCQs 9,
1.5	Despatch meeting papers to participants within designated timelines	Assessment 1 MCQs 10
Element 2 Conduct meetings		
2.1	Chair meetings in accordance with organisational requirements, agreed conventions for type of meeting and legal and ethical requirements	Assessment 2 MCQs 17, 20, 28,
2.2	Conduct meetings to ensure they are focused, time efficient and achieve the required outcomes	Assessment 2 MCQs 20, 17, 19
2.3	Ensure meeting facilitation enables participation, discussion, problem-solving and resolution of issues	Assessment 2 MCQs 19,
2.4	Brief minute-taker on method for recording meeting notes in accordance with organisational requirements and conventions for type of meeting	Assessment 2 MCQs 18, 20, 21, 22, 23, 24, 27
Element 3 Follow up meetings		
3.1	Check transcribed meeting notes to ensure they reflect a true and accurate record of the meeting and are formatted in accordance with organisational procedures and meeting conventions	Assessment 3 MCQs 30, 22, 27, 28
3.2	Distribute and store minutes and other follow-up documentation within designated timelines, and according to organisational requirements	Assessment 3 MCQs 24, 28, 29, 30
3.3	Report outcomes of meetings as required, within designated timelines	Assessment 3 MCQs 29, 30

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 2.1
- 2.2
- 2.3
- 2.4
- 3.1
- 3.2
- 3.3



Define campaign objectives

Submission details

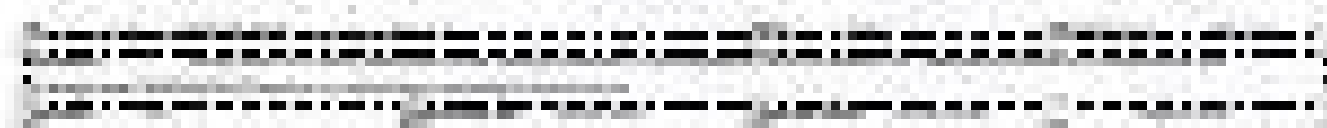
Qualification code and title			
Unit code and title	BSBADM502 Develop an advertising campaign		
Advertiser's name		Phone no.	
Advertiser's ID number			
Advertiser's name		Phone no.	
Advertiser's title			
Advertiser's address		Time/s	
Further details			
Advertiser's declaration	I declare that the data submitted for this assessment is my own work.		
Advertiser's signature			
Date			

The assessment tool is due on the date specified by your assessor. Your assessor must approve any variations to this arrangement in writing.

Overview

This task forms part of your assessment for BSBADM502 Develop an advertising campaign.

This assessment will focus on the skills and knowledge necessary to define the campaign objectives for a client by analysing the advertiser's past and sales data, from their advertising brief, determining their campaign objectives and feasible legal activities.



- 1.1
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- 1.3
- 1.4
- 1.5
- 2.1
- 2.2
- 2.3
- 2.4
- 3.1
- 3.2
- 3.3

1. These are some of the key objectives of the meeting. List five items found on most standard agendas. Activity 2 What factors need to be considered when deciding on the structure of meetings? Indicate the style and structure (formal or informal) of meetings appropriate for each of these meeting purposes. Meeting Purpose Formal/ Informal To develop business plans. To announce company profits to shareholders. To check the progress of a project with one member of the project team. To confirm daily work objectives. To plan the organisation's next social club function. To elect new board members. To inform team members of planned maintenance to the building's fire safety system. To hear a staff grievance. Activity 3 How can meeting participants be identified and notified of an impending meeting? Activity 4 Create a checklist that could be used to confirm all obligatory arrangements have been made in accordance with the requirements of the meeting. Example checklist: Prepare agenda Check that the agenda aligns with the requirements of the meeting Notify attendees within designated timelines Book meeting venue Source required equipment and resources Maintain list of attendees Liaise with guest speakers/ presenters Distribute agenda and minutes of previous meeting within designated timelines Book teleconferencing or presentation equipment if needed Prepare documents and materials Organise catering. Confirm venue booking at least 24 hours before meeting. Confirm catering details at least 24 hours before meeting. Set up venue: signage seating test equipment Activity 5 List five types of meeting papers that might be despatched to attendees prior to a meeting. Why do meeting papers need to be despatched within designated timelines? Activity 6 Explain the role of a meeting chairperson. What legal and ethical requirements can apply to meeting situations? Activity 7 What can a chairperson do to ensure the meetings they conduct are focused, time efficient and achieve the desired outcomes? What action can a chairperson take if the time limit allocated for a particular agenda item has been exceeded? Explain the role of the chairperson in bringing meetings to a close. Activity 8 How can a chairperson encourage active participation from attendees at meetings? What actions can a chairperson take to help resolve the conflict between meeting participants? Activity 9 What are minutes of meetings and what motive do they serve? What information should be covered when briefing the minute-taker? Activity 10 List five benefits of accurate recording of minutes of meetings. When checking transcribed meeting notes, what should meeting convenors focus on? Activity 11 When should minutes of the conference, and other follow-up documentation be dispensed, and to whom? Why is it necessary for minutes of meetings to be stored either electronically or in hard-copy? Activity 12 Write a short paragraph to explain the distinction between minutes of meetings and reports of outcomes of meetings. List five tips for providing namely assessment one and assessment two. Both require different documentations of the overall meeting process of the company including the meeting requirements, meeting agenda, minutes of meeting and the action plans and then meeting participation evaluation. Assessment One Meeting topic The topic of the meeting is "Training Needs for all departments of the company." The topic is chosen because it is felt that the training is required in all of the departments of the organization. Training is the process by which the organizations are making and changing themselves to a better situation in all respects. But first of all, the training needs and the advantages of having training must be conveyed to all managers of the departments. Therefore, it is further decided that the agenda and the topic for the business meeting must be training so that the managers of all the departments might be able to assess their subordinates in a good manner as required and polish them according to the needs and demands of the job. Meeting participants Following are the participants of the meeting: CEO Manager HR Production Manager Finance Manager Sales Manager Marketing Manager Admin Manager Store Manager Customer Services Manager Meeting Requirement Form Meeting Requirement Form Chairperson Mr. Alfred (CEO) Department HR, Sales, Marketing, Admin, Finance, Stores, Customer services, Production. Meeting Name "Training needs in all departments of the organization". Meeting details Date May 22, 2017, Time 3:00pm Location ABC Hall budget \$5000 Meeting format Purpose To convey the importance of training to all department heads. Agenda Training Participants Mr. Michael, Mr. John, Ms. Liza, Ms. Maria, Mr. David, Mr. Williams, Internal Mr. Ben, Mr. Allen external Speakers Four speakers in all sides of the training Hall Seating arrangements 15 seats required Video or teleconference requirements One projector Supporting material Pre reading Case studies Meeting documentation Importance of training Equipment requirements Projector, sound system, microphone Hospitality requirements Catering requirements 13 Burgers with refreshments and drinks Accommodation requirements Other requirements Special needs for attendees Water bottles and tea Other organizational requirements for conducting meeting All of the participants must come in time and no participant will be allowed to enter the room after the starting time of the training. Punctuality and the professionalism of employees will be strictly analyzed during the session. 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This meeting is specially designed to provide a know-how of training needs and its benefits to all company managers of all departments. Your participation is highly valuable and we are looking forward towards your honorable participation. The Adept Owl Games Company, Australia. BSBADM502 Manage Meetings Assessment Task 2 (continued from Task 1) Business Meeting in Adept Owl Company by [Student Name] [Date] Assessment Two Part A Action plan No. Action items Owner Target date Status 1 Draft Training Requirements Neil Johnson 27th May 2017 completed 2 Analyze and assess training needs Neil Johnson 28th May 2017 completed 3 Give training and have feedback Neil Johnson 29th May 2017 completed 4 Analyze employee performance after training Neil Johnson 29th June 2017 completed Part B Minute taker evaluation form Candidate Name Mr. Michael Strongly agree Agree Neutral Disagree Strongly disagree The chairperson clearly explained the meeting purpose and the meeting 's expected outcome. 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Assessment is all about collecting evidence and making decisions as to whether or not a student has achieved competency. The Students are required to answer all the questions. The evidence is information gathered that provides proof of competency. While evidence must be sufficient, trainers and assessors must focus on the quality of evidence rather than the quantity of evidence. Short Answer Questions Activity 1 What is an agenda and how is it used? How would you determine the items to be incorporated on a meeting agenda? List five items found on most standard agendas. Activity 2 What factors need to be considered when deciding on the structure of meetings? Indicate the style and structure (formal or informal) of meetings appropriate for each of these meeting purposes. Meeting Purpose Formal/ Informal To develop business plans. To announce company profits to shareholders. To check the progress of a project with one member of the project team. To confirm daily work objectives. 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It is important to keep everyone involved but distribute responsibilities for the best results. The key responsibilities of the chairperson includes that everyone gets the chance to speak and the purpose of the meeting is achieved. It is not required to reach a conclusion on the meeting but every aspect of the problem needs to be discussed. * BSBADM502 Manage Meeting Assessment 1 * BSBADM502 Manage Meeting Assessment 2 PAY 14.99 USD To Get Document Drop an Email to - support@myassignmenthelp.net with Payment ID and link of the Sample to collect the Document To export a reference to this article please select a referencing style below. My Assignment Help (2022) Subject. Retrieve from "Subject.". My Assignment Help.2022. My Assignment Help (2022) Subject. Available from: [Accessed 12/08/2022]. My AssignmentHelp. 'Subject'(My Assignment Help,2022) accessed 12/08/2022. 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