

## **MODULE 23: BUSINESS MEETINGS**

### **CODE: 960 232 Duration: 30 hours**

#### **A. Become familiar with instructions**

- Correct interpretation of requests
- Correct determination of needs

#### **B. Verify the availability of resources**

- Verification of participants' agendas
- Verification of availability and reservation of material resources
- Determination of most appropriate time to hold meetings

#### **C. Organize the work to be done**

- Correct determination of steps involved in planning meetings
- Determination of realistic deadlines for calling the meeting

#### **D. Produce notices of meetings and supporting documents**

- Correct production of all necessary documents
- Absence of keyboarding errors
- Correct spelling and grammar
- Appropriate classification of documents
- Proficiency in use of computer resources
- Quality of visual format

#### **E. Forward the documents needed for the meetings**

- Selection of appropriate forwarding methods