
Overview

This unit is about chairing meetings and analysing information and making decisions based on the conclusions from the analysis. You will need to give sufficient notice of the meeting and information prior to the meeting to allow people to contribute effectively. You will also need to ensure that those attending the meeting agree the meeting objectives.

You will need to allocate time for discussion, and keep within it, ensure that contributions are useful, clearly summarising them at appropriate times, confirm decisions and recommendations and seek feedback to improve future meetings.

You will need to select and analyse information, based on identified objectives, using suitable methods and develop clear conclusions. You will need to present your results and record the analysis to show the assumptions and decisions made at each stage.

**Performance
criteria**

You must be able to:

Chair meetings

- P1 give people, appropriate to the **purpose** of the **meeting**, sufficient notice and information to allow them to contribute effectively
- P2 ensure that everyone attending agrees the objective of the **meeting** at the start
- P3 allocate discussion time to topics consistently with their importance, urgency and complexity
- P4 manage the **meeting** in a way which helps attendees to make useful contributions and discourages digressions
- P5 present information and provide summaries clearly at appropriate points during the **meeting**
- P6 ensure that **meetings** achieve their objectives within the allocated time
- P7 ensure that agreed decisions and recommendations fall within the group's authority
- P8 give clear, accurate and concise information about decisions and recommendations to those who need it
- P9 seek feedback from those attending and use this to improve the effectiveness of future **meetings**

Analyse information for decision making

You must be able to:

- P10 identify objectives for your **analysis** which are clear and consistent with the **decisions** you need to make
- P11 select **information** which is accurate, relevant to the objectives, and sufficient to arrive at reliable **decisions**
- P12 use methods of **analysis** which are suitable to achieve the objectives
- P13 analyse the **information** to identify patterns and trends significant to the **decisions** you need to take
- P14 develop clear conclusions which you support with reasoned arguments and appropriate evidence
- P15 present the results of your **analysis**, differentiating clearly between fact and opinion
- P16 maintain records of your **analysis** which are sufficient to show the assumptions and **decisions** made at each stage

Knowledge and understanding

You need to know and understand:

Chair meetings

- K1 how to give people, appropriate to the **purpose** of the **meeting**, sufficient notice and information to allow them to contribute effectively (application)
- K2 how to ensure that everyone attending agrees the objective of the **meeting** at the start (application)
- K3 how to allocate discussion time to topics consistently with their importance, urgency and complexity (application)
- K4 how and why to manage the **meeting** in a way which helps attendees to make useful contributions and discourages digressions (evaluation)
- K5 how to present information and provide summaries clearly at appropriate points during the **meeting** (application)
- K6 how to ensure that **meetings** achieve their objectives within the allocated time (application)
- K7 how to ensure that agreed decisions and recommendations fall within the group's authority (application)
- K8 how to give clear, accurate and concise information about decisions and recommendations to those who need it (application)
- K9 how to seek feedback from those attending and use this to improve the effectiveness of future **meetings** (application)

Analyse information for decision making

You need to know and understand:

- K10 what to identify as objectives for your **analysis** which are clear and consistent with the **decisions** you need to make (understanding)
- K11 how and why to select **information** which is accurate, relevant to the objectives, and sufficient to arrive at reliable **decisions** (evaluation)
- K12 how to use methods of **analysis** which are suitable to achieve the objectives (application)
- K13 how and why to analyse the **information** to identify patterns and trends significant to the **decisions** you need to take (analysis)
- K14 how and why to develop clear conclusions which you support with reasoned arguments and appropriate evidence (synthesis)
- K15 how to present the results of your **analysis**, differentiating clearly between fact and opinion (application)
- K16 how to maintain records of your **analysis** which are sufficient to show the assumptions and **decisions** made at each stage (application)

Scope/range

Chair meetings

- 1 Purpose:
 - 1.1 information giving
 - 1.2 consultation
 - 1.3 decision making
- 2 Meeting:
 - 2.1 people internal to your organisation
 - 2.2 people external to your organisation

Analyse information for decision making

- 3 Analysis:
 - 3.1 formal and planned
 - 3.2 informal and ad hoc
- 4 Decisions:
 - 4.1 affecting operational performance
 - 4.2 affecting organisational policy
- 5 Information:
 - 5.1 qualitative
 - 5.2 quantitative

COSCCOMO03 - SQA Unit Code FM6E 04
Chair meetings and take decisions in construction
contracting operations management



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