## Block 1, Assessment 3

## Part 2: Marking & Observable Behaviours Checklist Role-Play 2

*Important note: This document is for guidance as to the observable behaviours you must demonstrate in the roleplay. The Assessor will complete their copy of the checklist.*

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| **Facilitate a Meeting Role-Play** |
| Student Name |  |
| Assessor Name |  |
| Date of Assessment |  |
| Did the student? | Yes | No | Comments |
| **Meeting Notice & Agenda** |
| Develop an agenda |  |  |  |
| Write an invitation email |  |  |  |
| **Facilitate a Meeting** |
| Follow the meeting agenda |  |  |  |
| Identify and use appropriate communication techniques to communicate with participants |  |  |  |
| Provide opportunities for all participants to fully explore all relevant issues and provide relevant information |  |  |  |
| Use strategies that encourages everyone to participate equally, including seeking and acknowledging contributions from all participants |  |  |  |
| Communicate in a manner that demonstrates respect, accepts individual differences, upholds rights and is culturally sensitive |  |  |  |
| Identify and address problems and communication barriers |  |  |  |
| Defuse any conflict or potentially difficult situations |  |  |  |
| Facilitate the resolution of the conflict with the colleague |  |  |  |
| Take notes |  |  |  |
| Use non-verbal communication to assist with understanding  |  |  |  |
| Respond to questions as required  |  |  |  |
| Use active listening techniques to confirm understanding |  |  |  |
| Refrain from making personal comments about the colleague or the situation |  |  |  |
| Align with the XYZ Legal Communications Policy |  |  |  |
| Is resubmission required? 🖵 Yes 🖵 No |
| Reasonable adjustments made? 🖵 Yes 🖵 NoIf yes, please record the type of adjustments made below under ‘Comments’ section |
| Comments |