## 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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 🖵 No  If yes, please record the type of adjustments made below under ‘Comments’ section | | | | |
| Comments | | | | |