

Block 1, Assessment 3, Part 1: Role-Play 2

Instructions

You will roleplay the legal advocate, your Assessor or another student will roleplay your colleague and three other students will roleplay the meeting members.

Remember, the purpose of the meeting is to discuss and resolve a difficult situation with your colleague. You must conduct the meeting in a professional and ethical manner and your communication must align with the **XYZ Legal Communications Policy**.

During the 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.

The meeting will take approximately **15 minutes**.

Your Assessor will complete the **Marking & Observable Behaviours Checklist Role-Play 2** to record your performance. Carefully read the checklist to see the types of behaviour you must demonstrate during the roleplay.

Three of the meeting participants will each complete a **Communication Feedback Form** on your performance at the meeting and these will be provided to you.