



Australian Government

MEM16001 Give formal presentations and take part in meetings

Release: 1

MEM16001 Give formal presentations and take part in meetings

Modification History

Release 1. Supersedes and is equivalent to MEM16001B Give formal presentations and take part in meetings

Application

This unit of competency defines the skills and knowledge required to participate in formal meetings and give formal presentations of information of a technical, job-related or trade-related nature. It covers communication skills needed for meetings governed by formal rules or well-established conventions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: B

Unit Weight: 2

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Communication

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Participate in formal meetings	1.1	Receive, read and follow set meeting agenda
		1.2	Follow meeting conventions
		1.3	Contribute to discussions, as required
		1.4	Focus discussion on the objectives of the meeting
		1.5	Confirm action requirements arising from the meeting

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

2 Give formal presentations

- 2.1 Clarify objectives and scope of information required for presentation
- 2.2 Prepare information and communication resources to support presentation, acknowledging sources used
- 2.3 Ensure presentation is accurate, structured and includes all necessary content, and adheres to time limitations
- 2.4 Use communication strategies to deliver effective presentation

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Meeting conventions include one (1) or more of the following:

- order of proceedings
- punctuality
- language expectations
- relevancy
- procedures for addressing others
- facilitation by formal chairperson
- recording of minutes

Communication resources include one (1) or more of the following:

- visual aids
 - audio visual aids
 - handout materials
 - charts and diagrams
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- props/objects
- digital resources
- demonstration
- reports/print outs

Sources include one (1) or more of the following:

- colleagues
- data
- technical information sources
- internet or web sources
- supervisors
- experience

Communication strategies include one (1) or more of the following:

- engaging eye contact with audience
- speaking clearly and loudly enough for audience to hear
- checking understanding of audience
- asking questions
- answering questions
- listening effectively
- using appropriate body language
- maintaining focus on topic

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>
