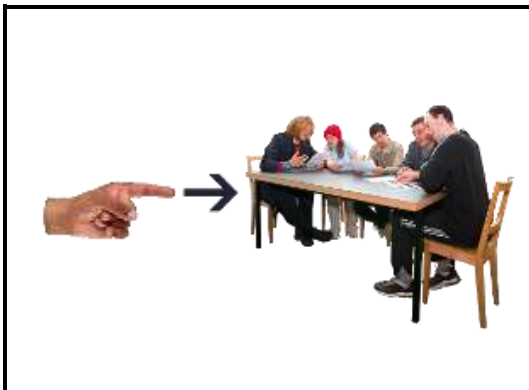


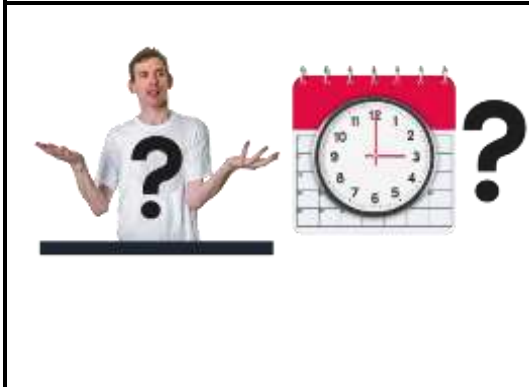
Speak Out Council Guide to good meetings



1. Before the meeting



This part is about what we need to do before a meeting.



Check when the meeting is happening and where.



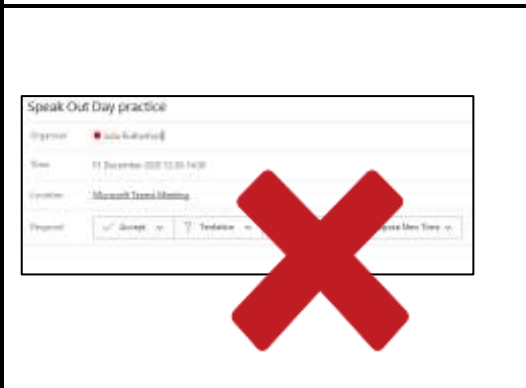
It might be an online meeting on Microsoft Teams or Zoom. You will need to use the internet to do this.



When you receive an invite to a meeting always reply to let the meeting organiser know you can attend.



If you received an email invitation, and you “accept” it to say you can attend, it might also put the meeting in your outlook calendar.



Let the meeting organiser know if you can't get to the meeting.



Work out how to get to the meeting.



If you are doing a presentation, you will need to practise it.



Read information like the agenda, so you know what is happening. This will help you to think of things you want to say.



Make sure you have the right support arranged.



Think about what will make the meeting accessible for you. Let the meeting organiser know if you feel anything will need to change.



If you have a problem (for example you're going to be late, or you aren't sure where the meeting is, or when) phone your line manager, or the person who invited you to meeting.



Think about what we want to get done at the meeting.

2. At the meeting



This part is about what we need to do when we are at the meeting.



Make sure that you wear the right clothes.



Be there on time at the beginning of the meeting, and after any breaks.



Make sure you know who the chairperson is (it should be clear who this is.)



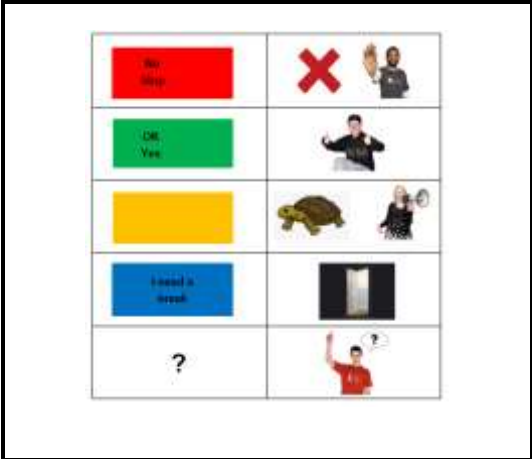
If a meeting doesn't feel accessible to you, speak to the chairperson.



Behave sensibly in the meeting. If you don't agree with something you can say something like, 'Okay I don't agree but I understand where you're coming from.'



Find the right time to have a laugh and a joke.



Use traffic light cards when you have a question, or would like to say something.

If there aren't any traffic light cards then find out how you can show you want to say something.

3. After the meeting



This part is about what we need to do after the meeting.



Read the notes from the meeting and complete any jobs that you need to.



Ask for support if you need it to complete the jobs