**Meetings**

**At the end of this lesson, you will be able to;**

* **Learn the terminology used in meetings**
* **Conduct effectively meetings & use language productively**
* **Participate in meetings confidently**

**01 What do the underline words in this article mean? explain in your own word. Lets find the terminology.**

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**Task**

**Match number 1-7 with the opposite side**

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**2.Types of meetings**

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**Task**

Get in to groups and discuss which type of meetings would you be most likely to hear each of these things?

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**3. Planning the meeting**

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**Meeting Preperation Checklist**

1. What is the purpose of the meeting?
2. What is the desired outcome of the meeting?
3. Who should attend the meeting?
4. What is the date of the meeting?
5. Where is the meeting to be held?
6. What facilities and equipment are needed?
7. How long should the meeting take?
8. Is it a formal or an informal meeting?
9. What papers do I need to prepare?(Invitation, agenda, minutes of previous meeting, working papers)
10. What problems could occur?

**4. Contributing Effectively**

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**Activity**

You are the newly elected president of A rehabilitation centre.Have a meeting with your team to discuss the new ways of imprving and upgrading the re habilitation centre.( Elect the secretary ,the tresurer, the editor and the members for the association)

**Group Activity Worksheet: Facilitating and Conducting Meetings**

**Instructions:** Divide the class into small groups of 3-4 students. Each group will work together to complete the following tasks related to facilitating and conducting meetings. Discuss your answers and strategies as a group, and be prepared to share your findings with the class.

**Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Group Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 1: Meeting Objectives (10 points)**

1. Brainstorm and list three different types of meetings that can occur in a professional setting.
2. For each type of meeting, identify and write down two specific objectives or goals the meeting might aim to achieve.

Meeting Type 1:

* 1. Objective 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Objective 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Type 2:

* 1. Objective 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Objective 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Type 3:

* 1. Objective 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Objective 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 2: Meeting Roles (10 points)**

1. Create a list of at least five common roles that participants can have in a meeting.
2. Choose one of the roles from your list and explain the responsibilities and contributions associated with that role during a meeting.

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities and Contributions:

**Task 3: Meeting Agenda (10 points)**

1. Imagine you are leading a meeting to discuss a project's progress. Create a sample meeting agenda by listing at least five agenda items in the order they should be discussed.

Meeting Agenda for Project Progress Discussion:

1. For one of the agenda items, provide a brief description of what will be discussed during that portion of the meeting.

Agenda Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussion Description:

**Task 4: Meeting Facilitation (10 points)**

1. Discuss within your group how a meeting facilitator can ensure active participation and engagement from all attendees. List at least three strategies.
2. Explain why it's important for a facilitator to manage time effectively during a meeting. Provide an example of a situation where poor time management could negatively impact a meeting.

**Task 5: Meeting Challenges (10 points)**

1. Identify and list three common challenges that can arise during meetings.
2. For each challenge, suggest a strategy or approach to address or overcome it effectively.

Challenge 1:

* Strategy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Challenge 2:

* Strategy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Challenge 3:

* Strategy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 6: Meeting Evaluation (10 points)**

1. Discuss the importance of evaluating meetings. What benefits can come from post-meeting evaluations, and what aspects should be assessed?
2. Create a simple feedback form that could be used by meeting participants to evaluate the effectiveness of a meeting. Include at least three questions.

Sample Meeting Evaluation Form:

1. On a scale of 1 to 5, how well were the meeting objectives met? (1 = Poor, 5 = Excellent)
2. Were all participants given an opportunity to contribute and share their thoughts? (Yes/No)
3. What suggestions do you have for improving future meetings?

**Task 7: Group Discussion (10 points)**

1. Each group will have a spokesperson who will summarize your group's findings and share any interesting insights or solutions you discussed during the activity.

**Conclusion:** In this activity, you have explored various aspects of facilitating and conducting meetings. Effective meeting management is a crucial skill in the professional world, and these tasks should help you better understand the key elements involved.