

## Group Work 1: Running A Meeting

### Instructions:

MGS Bank has a traineeship scheme which takes on six foreign students for two months every year. They work on projects, and get two hours of training each week. The training department is having a meeting to discuss various inexpensive options to improve the trainee's knowledge of finance and English.

### What to do:

1. Decide the role (Student A, B, C, D)
2. Discuss and brainstorm how the meeting should run
3. Have a zoom meeting and record the meeting
4. The leader must send the zoom recording link via Whatsapp Group and Google Classroom
5. Deadline: 22 March 2024
6. Use the 'Key Phrases for A Meeting' as many as possible. The PDF has been sent to WAG and GC.

### Student A:

You are the training manager. You are chairing/leading the meeting

What to do:

1. open the meeting, introduce the members, and explain the purpose of having the meeting;
2. bring people into the discussion and stop people talking too much or interrupting during the meeting;
3. provide comments/responses to everyone's idea and lead the discussion;
4. make a decision and ask for everyone's agreement at the end of the meeting

### Student B:

You are one of the members of the meeting.

What to do:

1. You want to continue doing what the bank has done for several years: hire an expert to give a series of seven 90-minute seminars on finance and banking.
2. find and suggest the best day for seminar;
3. share the budget for the seminar
4. disagree with any non-serious forms of 'training', such as entertainment, watching films, etc. You want to have a serious seminar that is rich of knowledge for the trainees.

### Student C:

You are one of the members of the meeting.

What to do:

1. You want something different to give a real-life and hands-on experience for the trainees
2. suggest to have a special tour/visit to the stock exchange and the central bank in the city;
3. share the budget: arrange the cost and set how much it needs for a bus rent, meals, etc;
4. propose an evening's entertainment, like watching film for the trainees.

### Student D:

You are one of the members of the meeting.

What to do:

1. You want to assign some employees to train the trainees based on their expertise;
2. suggest the roles of the employees and what the trainees should do;
3. suggest that this agenda does not require any budget, so the budget can be used for a party/gathering for all trainees and employees of the bank.