



## Meetings

### What are the functions of different meetings?

- Negotiation
- Brainstorming
- Policy Changes
- Problem-solving
- Alignment (same page) (in the loop)

### Proposal:

I propose a big monthly dinner for the whole company. This will promote company culture.

### Phrases to share your opinion:

What costs would come with this monthly dinner?

If I may, I would like to say that it might have a pretty big expense.

If I can cut in, I think there might be other ways to promote company culture without spending so much on the dinner.

I don't quite agree that a big meal is the best way to promote company culture.

If we did that, wouldn't we basically destroy our events budget? We could literally afford nothing else!

I don't think a big company meal makes sense.

### How to stay on track (moderator):

Good point, but let's stick to the plan for today's meeting. We need to stay focused or we won't get out of here by six.

I think we're getting a little off track. We're supposed to be talking about ways to promote the company culture. Let's focus.

I think it's a good point, but it doesn't quite fit in with our plan for today. Why don't we deal with that in the next meeting?

### **Assignment:**

Give a short proposal about one idea to improve the morale of this workplace. Record your proposal until you can say it naturally. Then, offer some critical feedback.