

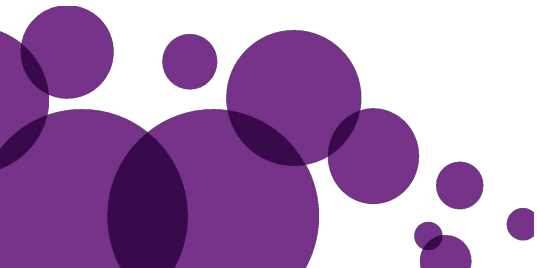
Increasing Your Confidence in Taking
Part in Formal Meetings in the
Workplace

ENABLE



Welcome!

Your facilitator for today is



Warm Up Task

- Take a Post-It Note
- Write down a barrier that might stop someone participating in a formal meeting or something they might feel nervous about

- Examples:
 - *Not sure what to wear*
 - *Feel they aren't important enough to be there*

Aims of the Session

1. Describe the different types of formal meetings
2. Identify the purpose of formal meetings
3. Explain meeting terminology
4. Discuss roles in formal meetings
5. Identify barriers to accessing formal meetings
6. Find ways to increase your confidence in formal meetings

Five Types of Formal Meeting

1. Internal group meeting with an agenda
2. group meeting with an agenda involving external stakeholders
3. Meeting with clients or potential clients
4. One to one meeting involving one more senior person to discuss an idea or an issue or to conduct a review
5. Formal disciplinary meeting

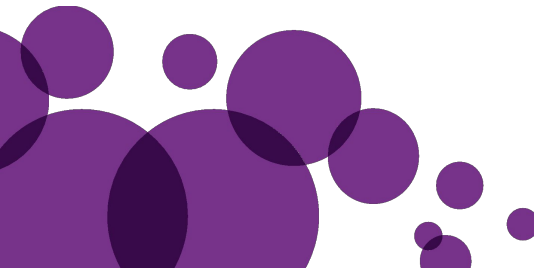
Activity – Think-Pair-Share

Think about each of the five meeting types and decide:

- What makes each meeting type different
- What the purpose of each type of meeting might be

When you are ready, share your ideas with a partner.

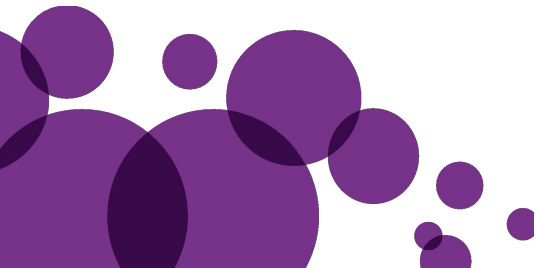
You will then share some ideas with the whole group.



What makes each meeting type different

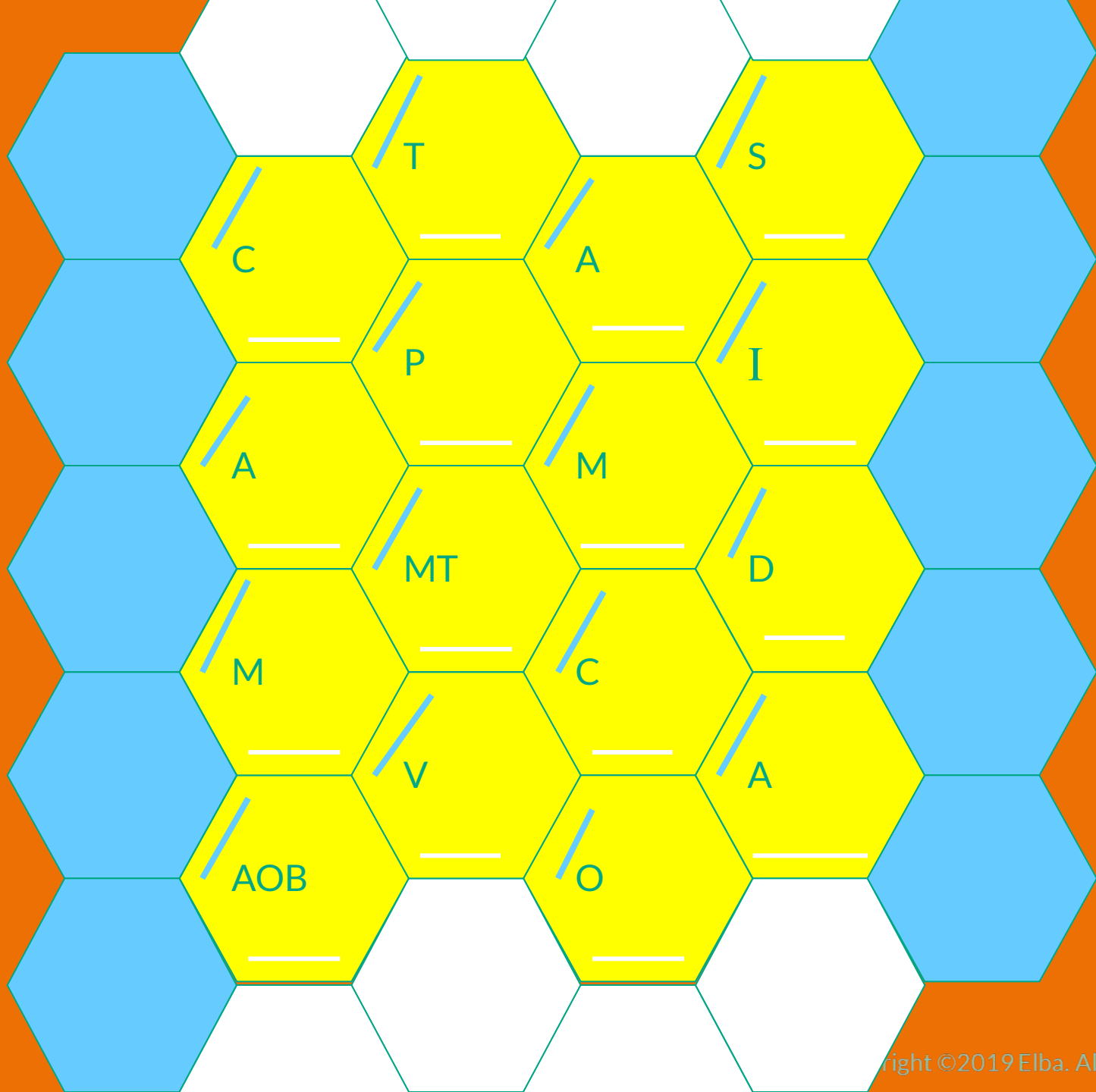
What the purpose of each type of meeting might be

1. Internal group meeting with an agenda
2. Group meeting with an agenda involving external stakeholders
3. Meeting with clients or potential clients
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5. Formal disciplinary meeting



Blockbuster – The Rules

- Split into two teams: blue and white.
- Aim:
 - Blue team need to win four touching hexagons from left to right or right to left.
 - White team need to need to win four touching hexagons from top to bottom or bottom to top.
- The first team picks a hexagon.
- The facilitator will read out a question. You can confer in your team if you like.
- Put your hand up in your team if you know the answer.
- The quickest team gives their answer.
- If they are right, they win the hexagon. If they are wrong, the other team win the hexagon.



A large orange speech bubble with a white outline, containing the text "Top Tips!".

Top Tips!

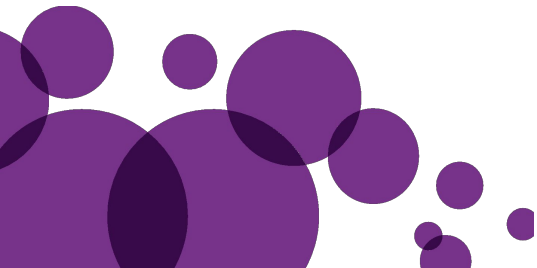
As a group, you will read some top tips.
Add any ideas of your own at the end.

Activity – Meeting Concerns

Each card has a concern or worry that a person might have about taking part in formal meetings

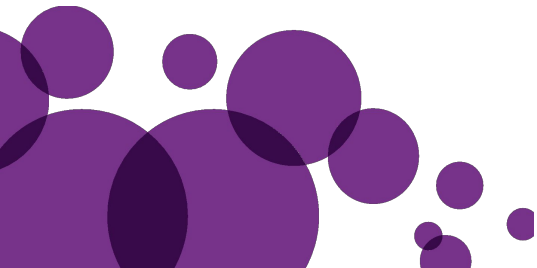
Take it in turns to pick a card and read out the statement

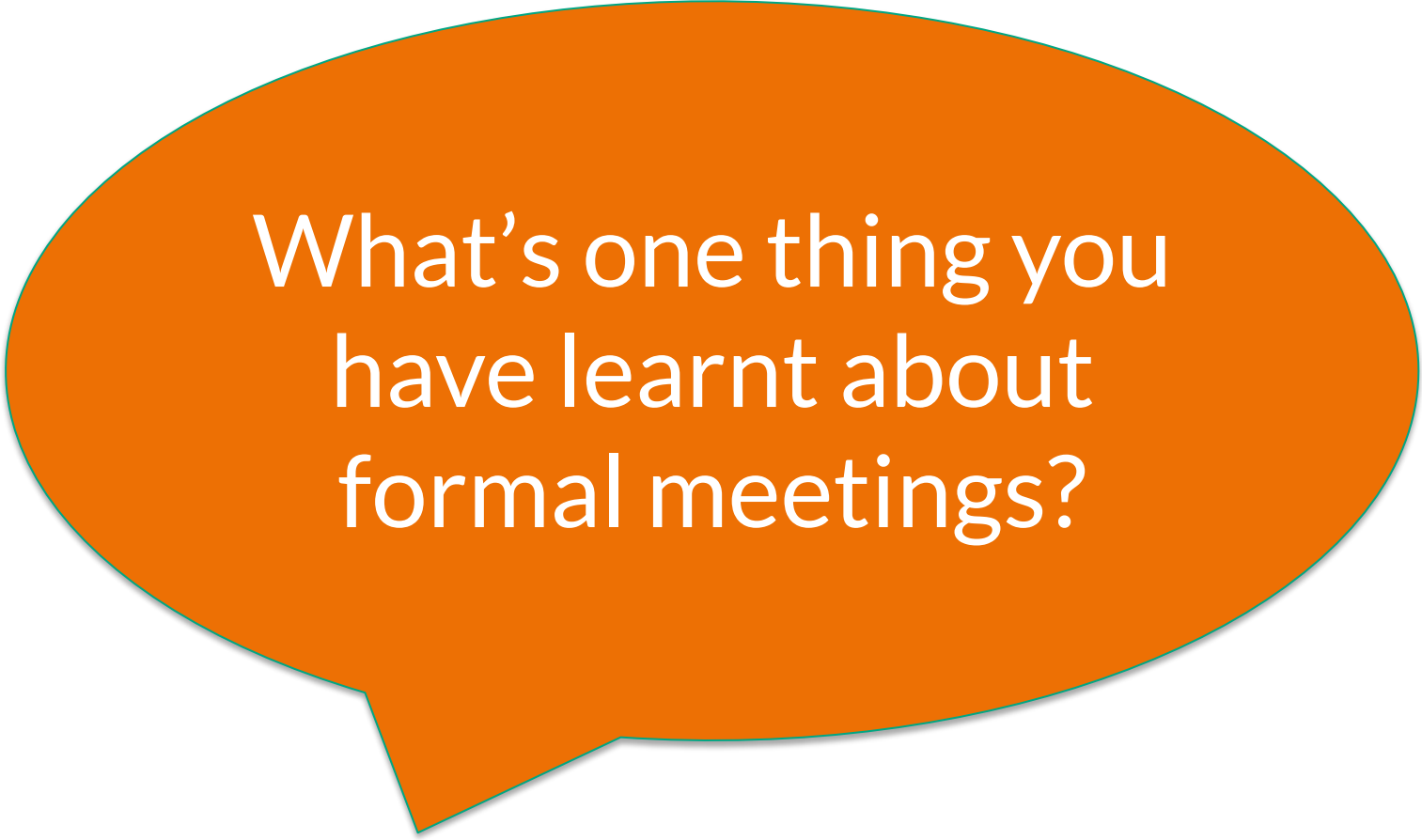
As a group, come up with some solutions for that person to follow to help them feel more confident in the future



Did We Achieve Our Aims?

1. Describe the different types of formal meetings
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What's one thing you
have learnt about
formal meetings?

Thank you!

