

P2W Skills for Success

Activity Set 13: Meetings Part 1



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13.1: Getting Started

PART 1

Let's Talk!

- Discuss a meeting you attended that you felt was effective. What made it effective?
- What kind of documentation is associated with meetings?
- In what ways are meetings different from group discussions?

PART 2

What?

Meetings often have an agenda with a schedule to make sure all information is covered and are recorded in minutes.

Why?

To share information, identify issues, discuss solutions, generate ideas and acknowledge achievements

Who?

- ✓ Council members participate in meetings to discuss community infrastructure requirements.
- ✓ Water and waste plant operators participate in toolbox meetings to discuss safe work practices.
- ✓ Supervisors of landscaping services lead meetings with crew members to discuss project timelines, priorities and workloads.

What's involved?

- Being familiar with types of meetings
- Understanding meeting structure
- Reading meeting notices
- Reading meeting agendas
- Reading meeting minutes

How about you?



List some situations when you have participated in meetings.

1. _____

2. _____

How comfortable are you participating in meetings?

I need a lot of practice

I'm very comfortable

1

2

3

4

5

6

7

8

9

10

13.2: Meetings at Work

Read about Sarah's experience, then answer the questions below.



Sarah at Work

It's 8:00 and the start of Sarah's shift in a long-term care facility. She starts each day by attending a check-in meeting with her co-workers. The meetings are led by the supervisor. The 10-minute meetings give the supervisor a chance to present the day's priorities and share other important information. Sometimes Sarah's co-workers ask questions or share their own opinions about what is being discussed.

The morning meeting is the only time when all the workers have a chance to discuss things as a group. Usually, Sarah doesn't say much. She listens to learn what to expect over the course of the day. Sometimes she asks questions to clarify what was presented by others. For example, she will usually ask about something if she isn't sure how it will affect her work.

1. What kind of meeting does Sarah attend?

2. Why does Sarah's supervisor hold these meetings?

3. How often does Sarah attend these meetings?

4. What does Sarah do at these meetings?

13.2: Meetings at Work

Read about Jonah's experience, then answer the questions below.



Jonah at Work

Jonah has been interested in employee health and safety since he started working for the company a few years ago. Last week, Jonah saw a notice inviting workers interested in joining the health and safety committee to a meeting. He decided this was the perfect opportunity to get involved.

At his first meeting, the committee chair passed around the meeting agenda, then introduced Jonah to all the committee members. Then Jonah listened to committee members provide updates on what had happened since the last meeting. After the updates, committee members discussed problems they have noticed around the workplace that could pose a hazard to workers.

Jonah wants to contribute to the discussions at next month's meeting. He now carries around a little notebook where he notes safety hazards or infractions as he sees them.

5. What kind of meeting did Jonah attend?

6. Is Jonah required to attend these meetings?

7. How did the committee chair start the meeting?

8. Write a definition or synonym for each of the following terms:

a) Committee _____

b) Chair _____

c) Hazard _____

d) Infraction _____

13.3: Meeting Notice

Workplaces often post notices of upcoming meetings. Read the meeting notice, then answer the questions below.

Toolbox Meeting

Date: Wednesday, October 16

Time: 7:30 AM

Location: Outside main office

Workers will receive information about the new Personal Protective Equipment policy as well as new PPE.

Attendance is mandatory for all job site workers.

Let's Talk!

- Where might you see a notice like this?
- Who is expected to read this notice?
- What is the purpose of the meeting?
- Who should attend the meeting?

13.4: Meeting Agenda

An agenda outlines the topics that are planned to be addressed in a meeting. Agendas are usually prepared and distributed ahead of time so those attending the meeting can prepare. Employees should read agendas carefully, so they are prepared to discuss, make suggestions and ask questions. Some agendas assign times to each topic so that meetings stay on track.

 Bright Ideas <i>Innovations In Lighting</i>		Health & Safety Committee Meeting	
Date:	June 14, 20__		
Time:	5:30 PM		
Location:	Staff Training Room 2		
Note taker:	Stanley Rivers		
Attendees:	Committee Members		
Agenda Items			
Time	Topic	Presenter	
5:30	Update on parking lot renovations	Stanley	
5:40	Safety Glasses	Joanne	
5:50	Mats for Receiving Area	Tony	
6:00	Warehouse Signs	Tam	
6:15	Annual H & S Report	Karim	
6:45	New Business	Harold	

13.4: Meeting Agenda

Read the agenda, then answer the questions below.

1. What type of committee is the agenda for?

2. What time is the meeting scheduled to begin?

3. Where will the meeting be held?

4. How many items are on the agenda?

5. How long is the committee planning to discuss mats for the receiving area?

6. What will Tam be speaking about?

7. Who will speak about the parking lot renovations?

8. Tam wants to attend a course on WHMIS. At what point in the meeting should she mention this?

9. Usually New Business takes about 15 minutes to discuss. Approximately what time can the committee expect the meeting to end?

13.5: Class Meeting Agenda

In this activity, you will create an agenda for a class meeting. The meeting can serve as a forum to share information, to bring forward issues and discuss possible solutions and to announce achievements.

Work in a small or large group to carry out the following activities. Choose one person to take notes for the group.

1. Brainstorm

Brainstorm ideas to be addressed in the meeting. Brainstorming is a process where all ideas are welcome.

2. Decide on meeting structure

Set a structure for the meeting by considering these questions:

- Where and when will it take place?
- Who will chair the meeting?
- Who will be invited to attend?
- How long will the meeting last?
- How will invitees find out about the meeting?

3. Organize content

Review the items from your group brainstorm to select the priority topics. Organize the items in the order in which you want to cover them in the meeting. Estimate how much time each item will take to discuss and assign times accordingly.

4. Produce final version

Use the computer to create an agenda. You can select from a variety of templates or create your own.