

P2W Skills for Success

Activity Set 14: Meetings Part 2



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14.1: Types of Meetings

The following are common types of meetings held at work. Draw a line to match the type of meeting with one of the examples provided.

1. Pre-shift meeting	a) Workers from different departments have been asked to work together on a new company initiative called Go Green. The goal is to find ways to reduce the impact of their practices on the environment. For the first meeting, department representatives meet online to learn about the initiative.
2. Onboarding meeting	b) A group of employees meets once a month to identify workplace hazards and discuss ways of preventing injuries on the job.
3. Brainstorming or problem-solving meeting	c) The team assigned to the Go Green initiative holds a teleconference once a month to share information about the work they have completed and next steps.
4. Kickoff meeting	d) A new employee has been hired. Representatives from different departments attend a meeting to tell the new employee what their department does and how the new employee will work with the department.
5. Status update meeting	e) The housekeeping department manager notices that the number of complaints is increasing. She asks the housekeeping supervisors to meet in the staff room to come up with ideas on what the company can do to improve the situation.
6. Feedback or retrospective meeting	f) At the start of each shift, the manager briefs the kitchen staff to let them know about plans and priorities for the day.
7. Health and safety committee	g) The housekeeping department manager calls a meeting about a month after new procedures have been implemented. She wants to know what went well with the transition, what didn't go so well, and what can be changed for the next time.

8. Which of the meetings do you think would be more effective if held in person?

9. What are other ways that meetings are held?

14.2: Committee Meeting

Read the workplace scenario, then answer the questions below.



Daphne at Work

Daphne has been a member of the Straight Line Construction company's health and safety committee for the past year. When she was hired, her supervisor emphasized the importance the company places on workplace safety. The committee is one way that employees and management can help workers stay safe at work. Daphne asked to join the committee after witnessing a workplace accident she felt could have been avoided.

Members of the committee meet regularly to discuss health and safety related matters such as incidents that have occurred, suggestions made by employees and training opportunities. They carry out regular inspections to identify hazards and make recommendations to management. The committee is also involved in any investigations of workplace injuries.

Let's Talk!

- What is the purpose of the committee?
- Why did Daphne decide to join the committee?
- In what ways does the committee help make the workplace safer?
- Can you think of examples of workplace hazards for a teacher?
For a construction worker?

14.3: Participate in Meetings

Read about how to participate in meetings, then answer the questions below.



- ✓ **Be prepared**
Read the agenda and minutes from the last meeting (if available) so you know what will be discussed and how you might contribute.
- ✓ **Arrive on time**
Check the agenda and any related messages for the meeting start time. Arrive a few minutes early so you are ready to begin right on time.
- ✓ **Stay on topic**
Keep your questions and comments related to the topic being discussed. This will help the meeting stay on track.
- ✓ **Focus on listening**
Listen carefully to the discussions and to others' questions so you can fully understand the issues under discussion.
- ✓ **Contribute**
Ask questions, share comments and lend your support to others where appropriate.
- ✓ **Don't dominate**
Even if you have valuable questions and comments, give others an opportunity to share their thoughts too.
- ✓ **Soften your objections**
If you see problems with ideas or proposals, try to frame your concerns in a positive way. For example, instead of saying, "We can't produce that many packages a day," ask, "How do you see us ramping up production to meet that demand?"
- ✓ **Follow through**
Complete the action items you have agreed to during the meeting.

Let's Talk!

- Have you participated in meetings?
- What is the role of the meeting chair?
- What are some examples of distracting behaviours in meetings?
- Review the meetings in **14.1: Types of Meetings**. How do you think you would need to prepare for these meetings?

14.4: Meeting Minutes A

Review the example of meeting minutes to see what minutes usually contain, then answer the questions below.

Regrets, those who could not attend and person who took minutes.

Numbered topics, usually in the same order as they appear in the agenda.

Items to be discussed at the next meeting, sometimes action items arising from current meeting.

HARVEST MARKETS
FAIRNESS COMMITTEE MEETING
September 11, 20__ 5:30 - 7:00 PM
MEETING MINUTES 4

- Regrets: Califa
Minutes: Raquel

ISSUES DISCUSSED

1. PARKING - Jim
Parking on the street in front of the market is still a problem. Raquel will call the City parking office to find out what can be done about this. Employees are getting tickets regularly. We'll ask the City if we can put our employee numbers on the dashboard as identification.

2. SHIFT ROTATION - Monty
Management is looking into the possibility of eliminating rotating shifts, after more evidence of health concerns in employees working rotating shifts. New research says employees need to keep the same schedule, and not change from week to week. Management will report on this at next general meeting, to be held in October.

- **3. NOISE CONCERNS** - Gabrielle
Some neighbours whose houses back onto the market have complained about noise in the early hours. Gabrielle will post a reminder to all employees to keep back doors closed until after 9:00 AM.

4. MEETING SCHEDULE - Thui
Meetings will now take place on Tuesday mornings. Next meeting will take place September 18, 8:00 AM.

5. MEETING ADJOURNED 7:10

- **AGENDA FOR SEPTEMBER 18:**
 - New issues or concerns
 - Follow up on this week's items
 - New pension plan proposal [6]

Time, date and location of the meeting; may also include the type of meeting.

Main points of discussion and any decisions made. Level of detail varies.

Time the meeting ended.

Let's Talk!

- What purpose do you think meeting minutes serve?
- Who do you think reads meeting minutes? Why?
- What are some similarities and differences between these minutes and others you have seen?

14.5: Meeting Minutes B



Bright Ideas
Innovations In Lighting

Health & Safety

June 14, 20__ 5:30 PM
Staff Training Room 2

Facilitator:	Harold Cernuk
Notetaker:	Stanley Rivers
Attendees:	Joanne Marsh, Tam Yeung, Karim Mohammed, Tony Silva (Guest)

MEETING MINUTES

10 minutes #1 Update on parking lot renovations Stanley

Discussion:

Stanley reported that there are still several more days of repairs to the parking lot to ensure it meets safety standards. Several remaining parking spots are too narrow and posts still have to be placed in front of shipping area so cars do not back up too close to that area. Repair crew is scheduled to have work completed by June 19, one day behind original schedule.

Action items: Send a notice to all employees informing them of the parking situation and reminding employees not to park near the shipping area.	Responsible: Stanley	Deadline: June 16
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10 minutes #2 Safety Glasses Joanne

Discussion:

Joanne reported that she has completed her costing of safety glasses through 3 distributors. She gave attendees a pricing sheet showing each distributor, the products they carry and their prices. She recommends the company purchase glasses from EyeWear International. Although their price per unit is slightly higher than one other competitor, she has seen the products and believes the company offers a better-quality product for the price.

Conclusions: The committee agreed to purchase safety glasses from EyeWear International provided they can give us a volume discount of 5%.

Action items: Joanne to speak with sales rep at EyeWear International re: volume discount and purchasing.	Responsible: Joanne	Deadline: June 27
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10 minutes #3 Mats for Receiving Area Tony Silva

Discussion:

Tony requested that new mats be purchased for the Receiving area as the ones currently in use are frayed and losing their adhesive backing. He is concerned that accidents may occur as a result.

14.5: Meeting Minutes B

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Conclusions: The H & S committee has spent its budget for this quarter, therefore it cannot approve the purchase of new mats at this time. Will revisit issue in early August.		
Action items: Put item on agenda for August 3 meeting.	Responsible: Stanley	Deadline:
15 minutes	#4 Warehouse Signs	Tam
Discussion: Tam reported that all signage in warehouse areas has been installed. So far, employee reaction has been positive, with individuals noting that the signs are easier to read and better positioned.		
Action items: N/A	Responsible:	Deadline:
30 minutes	#5 Annual H & S Report	Karim
Discussion: Each department is responsible for submitting a report which will be included in the annual H & S Report. The dept. reports must include all H & S concerns that were raised, and any action taken to address the concerns. All accidents must be reported in detail. A key component of the report is to describe how the H & S committee addressed H & S concerns.		
Conclusions: All dept. supervisors to write draft reports for submission to H & S committee. At next meeting of H & S committee, reports will be reviewed by committee members.		
Action items: Memo to be written to all supervisors informing them of report due by July 5.	Responsible: Karim to write memo	Deadline: June 16
15 minutes	#6 New Business	Harold
Discussion: Appointments to H & S committee expire Oct this year. Harold suggests we seek out new members now so they can be in place by October.		
Conclusions: A notice should be posted requesting interested parties to submit their names to the H & S committee by Sept 1.		
Action items: Write notice and post.	Responsible: Harold	Deadline: June 21

14.5: Meeting Minutes B

Read the meeting minutes, then answer the questions below.

1. How many people were at the meeting?

2. How long was the meeting scheduled to last?

3. Refer to item #2 in the minutes.

a. What did Joanne do in advance of the meeting?

b. What documentation did Joanne prepare?

c. What action item resulted from the discussion?

4. Refer to item #5 in the minutes. What must supervisors include in department reports? List at least three things.

a.

b.

c.

Let's Talk!

- Joanne noticed that the deadline for her action item noted in the meeting minutes is incorrect. What do you think Joanne should do?
- Compare the meeting minutes to **13.4: Meeting Agenda**. What is the relationship between the two documents?

14.6: Class Meeting

In this activity, you will participate in a class meeting. You will use the agenda created in **13.5: Class Meeting Agenda**.

Before you begin the meeting

1. Get into groups of 3 or 4.
2. Choose a person in each group to take notes during the meeting. Note: all participants will help prepare minutes using these notes.

During the meeting

3. Distribute copies of the agenda to all meeting attendees.
4. Have the chair officially start the meeting.
5. Work through the items on the agenda.
6. Keep an eye on the time to make sure all the items on the agenda are covered.

After the meeting

7. Work with your small group to choose or create a meeting minutes template in Word or another word processing software.
8. Work together to prepare meeting minutes on the computer.
9. Compare your minutes with those produced by other groups.