Participating in Meetings

Advanced

Session 1: Getting off to a Good Start
In this session, you will:

• Discuss different ways to greet people.
• Discuss the different parts of a meeting.
• Discuss what is appropriate or not in meetings.
• Talk about cultural differences in meetings.
• Practice starting a meeting.
Let’s Get Started
Advanced

Discussion Questions

How would you say hello and start a conversation in each of these situations? Are there any differences? What are they?

a. In the morning, to the receptionist as you enter the office
b. To your daughter, at home before she leaves for school
c. At an important business conference, to a client from last year
d. In a virtual meeting, to a consultant who is helping your company
e. During a weekly meeting, to your colleague
f. At a meeting with a new client
Meetings usually follow a specific order to make sure that all business is completed in a timely fashion. Discuss the possible order of the following parts of a meeting. Then discuss what happens in each part.

- Presenting the agenda
- Calls to action
- Closing the meeting
- Welcome
- Reading the minutes
- Discussing business
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Consider the following statements and say whether they are appropriate or not. Be prepared to support your opinions, explaining why or why not.

1. It’s a good idea to mention favourite countries when making small talk in an international meeting.

2. It’s a good idea to discuss national stereotypes when making small talk during an international meeting.

3. Someone makes a mistake and is late for a meeting. A colleague says, “People from his country are often late.”

4. Someone does a great job on a project. A colleague says, “People from her country are really diligent.”
Apply It!

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The coach and the learner pretend they are attending a meeting. They take turns to welcome and introduce themselves to each other, giving brief details about their positions and responsibilities. Then each says a line or two about the agenda of the meeting (feel free to make up an agenda).