PDF 1 - Make the Meeting Count.



MEETINGS

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1. The Meeting That Needs Fixing

A department holds a weekly meeting. It usually lasts 90 minutes, but employees complain that:

- The same issues are discussed repeatedly.
- Some people dominate the conversation.
- Decisions are rarely recorded.
- Important topics are rushed at the end.

In groups, redesign the meeting. Decide its ideal length, structure, rules and follow-up process. Present your new format.

2. Set the Agenda

Your company has only 30 minutes for a team meeting. Decide how much time to allocate to these items:

- A missed project deadline
- A new customer complaint
- Staff training
- A proposal to change the working schedule
- A new product idea
- A disagreement between two departments

You cannot discuss everything in detail. Agree on priorities and explain what should be postponed or handled separately.

3. The Decision-Making Challenge

Your company has a limited budget and can fund only one proposal:

- Improve the company's website.
- Upgrade outdated office equipment.
- Provide staff with professional training.
- Introduce a customer support system.

Each student should argue for a different proposal. Discuss the benefits, costs and possible long-term effects. Reach a group decision and explain why the other proposals were rejected.

4. Chair the Meeting

Take turns chairing a short meeting about this situation:
Your company is considering introducing a four-day working week. Some employees support it, while others worry about workloads and customer service.
The chairperson must:

- Introduce the issue.
- Invite different opinions.
- Prevent one person from dominating.
- Summarise the main arguments.
- Guide the group towards a decision or next step.

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