PDF 2 - When Meetings Get Difficult.



MEETINGS

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1. The Disagreement

During an important meeting, the following situations occur. Decide how the chairperson should respond.

- A senior employee dismisses a junior colleague's suggestion.
- Two managers begin arguing about who is responsible for a delay.
- One participant repeatedly interrupts others.
- Someone makes a sarcastic comment about a proposed change.
- A team member remains silent but later complains about the decision.

Choose two situations and act out how you would handle them.

2. The Remote Meeting Problem

An international team is working remotely. Their meetings are becoming increasingly ineffective:

- Some participants have poor internet connections.
- People keep their cameras off and rarely contribute.
- Different time zones make scheduling difficult.
- Decisions are misunderstood after the meeting.
- A few employees feel excluded.

Develop a practical meeting policy for this team. Present five rules that would improve participation and communication.

3. A Decision Nobody Likes

Your department must reduce operating costs by 15%. The following options are available:

- Reduce travel and entertainment expenses.
- Delay new equipment purchases.
- Introduce flexible working to reduce office costs.
- Reduce training budgets.
- Cut some temporary positions.

Discuss which measures would be fairest and least damaging. Your group must recommend a combination of measures, not simply reject all of them.

4. Meeting Minutes: What Matters?

Imagine you have just attended a meeting about a delayed product launch.
Create a short verbal summary that includes:

- The decisions made
- Any unresolved issues
- Who is responsible for each action
- The main problem
- The deadlines

Explain why a meeting without clear follow-up can be a waste of everyone's time.

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