

Module IV.1. Soft skills Library

Interpersonal Skills Course

Topic 5. Conversation

Activity T5.L1.1. Efficient meetings



Efficient meetings

Students will receive different scenarios with different situations and purposes for which they need to prepare a meeting.

They will need to put into practice the organisation of these meetings to answer the given challenges.



Find in the activity factsheet the different scenarios

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- Methodology: Learning by doing
- Duration: about 2-3 weeks
- Difficulty (high - medium - low): Any, depending on the scenario
- Individual / Team: Individuals, besides students, will have to involve others in the implementation of their scenario
- Classroom / House: In any place that is relevant for the meeting

Contextual Influence

In this activity, students will organise a meeting, motivated by different situations that are presented in the annex.

Based on the instructions received, they will need to set up a meeting using the tools of their choice, taking care of selecting participants, making sure that they can attend, and preparing an agenda. While choosing the participants, they should take care of explaining to them their role in the meeting, expected participation and eventual preparation that they should do.

Then, they will have to moderate this meeting, making the conversation move forward to achieve the purpose of the meeting and make a decision. They should finally report the achievements reached.

Some scenarios are proposed in the annex, but teachers can also elaborate their own, depending on other skills they might want to approach through this activity.

The teacher should assign several students with the same scenario, so to better compare the results.

Contextual Influence

Students can choose to involve other students from their class in their meeting, they will then have to explain to them, through the agenda and preliminary documentation they will give to the participants, what is their respective roles and what is expected from them. They can also choose to involve other people in their choice.

The meeting can take place on-site, in the place decided by the student or in a virtual model.

The student organising the meeting should take care of collecting some proof that his meeting actually took place, such as picture, the signature of participants, etc.

INSTRUCTIONS:

STEP 1 – Students receive a scenario

STEP 2 – They will have about one week to prepare the meeting, set up participants list, agenda, fix the date and place

STEP 3 – During the next class, they should inform the teacher about the first steps done

STEP 4 – Then, students will use the second week to actually handle the meeting, with the people of their choice. They will chair it, moderate discussions, and take notes for the minutes.

STEP 5 – After the meeting take place, students should report it, and take care about follow-up actions.

STEP 6 – Finally, students should report the experience in the classroom, including achievements and difficulties.

STEP 7 – General feedback about performance and discussions on methods to organise efficient meetings.

EXPECTED OUTCOMES:

- Students will raise awareness about a good preparation for a meeting
- They will practice moderation, as to achieve the exercise they need to make sure that participants to the meeting find a common agreement.
- They will have to defend a position
- They will need to work with teamwork, communication, empathy skills, but also planning and management.

ENTRECOMP (COMPETENCIES DEVELOPED):

- Mobilizing others.
- Working with others.
- Planning and management.



