

Ideas for a good meeting

Prepare



- Make sure you give yourself plenty of time to get to the meeting
- Have questions ready
- Take notes in the meeting or ask someone if they can?



Be confident

- Speak clearly, make eye contact
- Be honest and open about your views and wishes



Listen

- Ask the person to slow down or say it in a different way that makes sense to you



Keep calm

- If you feel prepared then it is easier to keep calm
- Say if you need a break
- Information is harder to understand if you are stressed or anxious. Try to think of things that keep you calm and this should help the meeting go well.



Know what will happen next?

- What was agreed and are there any actions?
- Ask for a copy of the minutes of the meeting