

Top Tips for Meetings

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

- You can 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 take on board 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 happens next

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