

Resources for Higher Levels (CLB 5-8): Leading Effective Meetings

Videos, articles, and worksheets on leading meetings

Project Manager.com - How to Run Team Meetings

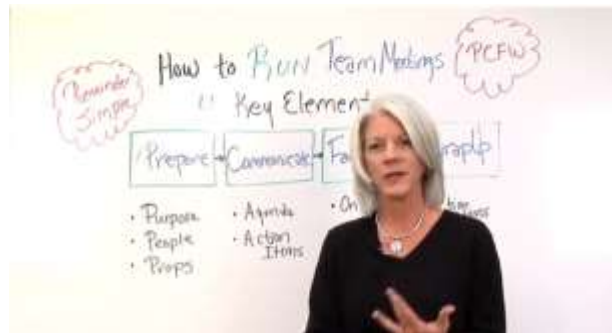
<http://www.youtube.com/watch?v=xWOCjH95K3Q>

This video provides simple steps for planning and running meetings using the PCFW method:
Prepare - Communicate - Facilitate - Wrap Up.

Roberts Rules of Order.com - For Chairs:

What to Say When...

<http://www.youtube.com/watch?v=uvLDIPlxaRg>



This video gives tips for meeting chairs on how to intervene when someone acts inappropriately in a meeting.

Englishclub.com - Meetings in English

<http://www.englishclub.com/business-english/meetings.htm>

This resource has an extensive list of meeting vocabulary and useful phrases. It also explains the different steps of organizing and leading meetings with key English phrases provided for each step.

ESL Business Lesson Centre - Meeting Phrases

<http://www.eslbizcenter.com/esl-teaching-resource-business-power-up-meeting-phrases/>

This worksheet includes common phrases used in meetings.

Mindtools - Running Effective Meetings

<http://www.mindtools.com/CommSkill/RunningMeetings.htm>

This short article describes the importance of sticking to an objective and using time wisely in meetings. It also includes an agenda template.

Ideas for the classroom

- ✓ Have students role play a meeting, making sure to assign a chair, time keeper, etc. Examples of role plays: [Business context](#) or [Non-business context](#).
- ✓ Create Meeting Jeopardy with common meeting phrases, etiquette, roles, etc.
- ✓ Give students a topic for a meeting and ask them to create a sample agenda.
- ✓ Watch and discuss the Toronto's Region Immigrant Employment Council's video series on [Cross-Cultural Teamwork](#). Discuss challenges newcomers face in getting their ideas across in meetings and strategies for full participation.