



Here are some top tips which can help your group to run a good meeting.

Agenda

- 1.
- 2.
- 3.

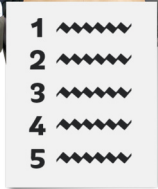


1. Before the meeting

- Write the Agenda and send it to everyone before the meeting. An Agenda is a list of the things you will talk about in the meeting.
- Make sure the information meets the access needs of the people who will be at the meeting. This may include easy English, large print Braille and/or audio tapes

2. Put out the Welcome Mat

- Make time for everyone to meet and chat before the meeting starts.
- Welcome everyone.
- Introduce any new people.
- Start the meeting with introductions ask each person if they would like to say a little bit about themselves including their passions and the issues they care about.
- Let everyone know it is Ok to ask questions in the meeting.
- Use simple language. No jargon.



3. In the Meeting

- Read out each agenda item and explain the topic to be discussed.
- Make sure everyone gets a chance to have their say about each agenda item.
- Check that everyone understands what is happening.
- Include everyone when making a decision.
- Listen to each other.
- Make sure everyone feels they are treated well and respected.
- Make time for breaks.



4. After the Meeting

- Everyone in the group should have a chance to say:
 - What was good about the meeting and what could be done better.
 - If they felt included and;
 - If they got to have their say and were listened to.



For More Information

Go to the Good Meetings Training Kit in the **Training and Tool Kits** section of the Australian Self Advocacy Website.