



MEETINGS OVERVIEW

The majority of meetings should be discussions that lead to decisions

Why are meeting skills important to learn?

Good meetings and therefore developing good meeting skills are especially important to democratic societies and to organizations, like NGO's, that want to operate effectively but also fairly.

- Effective Meetings lead to organizational success.
- Fair Meetings ensure everyone gets to participate in decision making.

What are the signs of fair and effective meetings?

- Diverse viewpoints: Different points of view are welcomed, heard, and responded to. Meetings aren't needed in dictatorships, lol!
- Decisions are made: After the discussion, one of the proposed solutions is chosen.
- Planning takes place: Participants agree on the steps needed to complete a project.
- Accountability is kept: Those who agreed to accomplish specific tasks at the last meeting report back on their progress.

EMPLOYABILITY SPOTLIGHT:

Learning to plan, lead, and speak at meetings will make you more employable

Why would an employer be more likely to hire you if you know how to plan, lead, and speak at meetings?

Simply put, you know how to communicate in a professional setting - a skill that ALL employers want!

- In business, the meeting is one of the primary ways ideas are exchanged and decisions get made.
- If you can discuss ideas, build agreement with a team, and create an action plan in the NGO setting, you can certainly do it in a business setting.

Transferrable skills:

Picture this ... you're in a business meeting and you are pitching a new product to your boss or presenting an idea to your company's management team. Each of these actions requires a broad set of meeting and communication skills.

You will learn these exact skills when you pitch new services and present new ideas as a volunteer in meetings to advance the mission of an NGO.

