

Intro and Small Talk

Introduction ±Use your name, department and pronouns. Get their name right!

Small Talk ±Be active and equal participant, keep it positive, open-ended questions, finish with gratitude

Politely leave a con(Poli)8 (t)5 (e(av)-rgs0 (aa10 (li0 (lon ))JTJ ET Q q.020d [2 792 re WTT1 11 TC2\_0 Tw 36.025 6166.

Set/Achieve Objective

Invite appropriate stakeholders

Send Agenda in Advance

Start on time,

To get input on projects

To update or announce

Schedule a meeting when you need to:

Make a decision

Solve a problem

Clarify the goal

Build relationships with team

Generate ideas

Disagreeing in Meetings

Back to back meetings Try to use buffer time to avoid

- Communicate with both hosts
- Check in with colleagues after

