

## Quick Guide: How To Participate in Meetings

Meetings are a necessary part of business life. They are an opportunity for you to be seen by others in the firm. With some careful preparation and by participating well, you will be using your time at these meetings productively. See below for the top ten tips on preparing and participating:

- 1. Be clear about why you are going to the meeting** and the part you will be expected to play. If you have been invited to attend the meeting think about why you have been invited.
- 2. Get a copy of the agenda and attendance list.** Think about items where you will contribute and points you may be asked questions on. Consider who else will be there and therefore questions you want to ask them or things they may ask you about.
- 3. Take a notepad and pen to make notes.** Take your diary for checking dates and recording actions. Take any resources or information you may be asked about.
- 4. Arrive on time,** or better still, a few minutes early so you can decide where to sit. Sit where you can see and hear and equally, be seen and heard.
- 5. Look interested and listen attentively** when others are speaking. Show respect for their ideas and opinions. Avoid interrupting others.
- 6. Be careful if you need to criticise** or disagree with others. Do it diplomatically and stick to the point, rather than attacking the person.
- 7. Speak in an easy, conversational way.** Add contributions onto others' opinions. Signal that you wish to make a point and get everybody's attention before making it.
- 8. KISS people!** (Keep It Short and Simple) Make your comments brief and to the point. State what you have to say and support it with evidence if appropriate.
- 9. Don't take criticism of your points personally.** Remember, they are rejecting your ideas, not you!
- 10. Get involved** but do not monopolise discussions. Ask questions to involve others, particularly if you know they support your point of view.

I hope this helps with your next meeting and that you find it more productive.

Related Course: [Presenting In Meetings](#)

**Compiled by Judith Di-Castri**