

## RESOURCE 16

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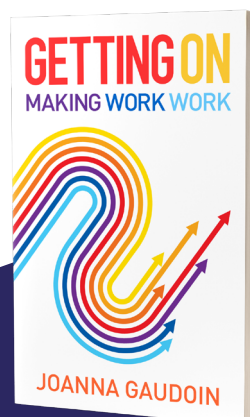
# Meetings and presentations

Meeting behaviours review sheet



available at  
**amazon**

and other book retailers



This resource accompanies  
Chapter 11 of ***Getting On:  
Making work work***



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# Meetings and presentations

## Meeting behaviours review sheet

Use this sheet to consider what you might need to work on regarding meetings.

Meeting behaviour	Needs work? Y/N	Notes	Actions to take
<b>Attending meetings</b> <ul style="list-style-type: none"> <li>• Having clarity on meeting objectives.</li> <li>• Contributing to keeping on topic.</li> <li>• Understanding your role.</li> <li>• Speaking up.</li> <li>• Not repeating another person’s contribution unless showing support/building on it.</li> </ul>			
<b>Running meetings</b> <ul style="list-style-type: none"> <li>• Considering participants carefully.</li> <li>• Ensuring participants know what is expected of them.</li> <li>• Making sure everyone is heard.</li> <li>• Having clarity on the next steps, by when and by who.</li> </ul>			
<b>Other behaviours</b> <ul style="list-style-type: none"> <li>• Considering your seating position where possible.</li> <li>• Using meetings to build your visibility and profile.</li> <li>• Ensuring you attend relevant meetings.</li> <li>• Considering how much of you is seen on screen and your background.</li> </ul>			

### NEXT STEP:

Download Resource 17 which also accompanies **Chapter 11: Meetings and presentations**



[Download \(PDF\)](#)



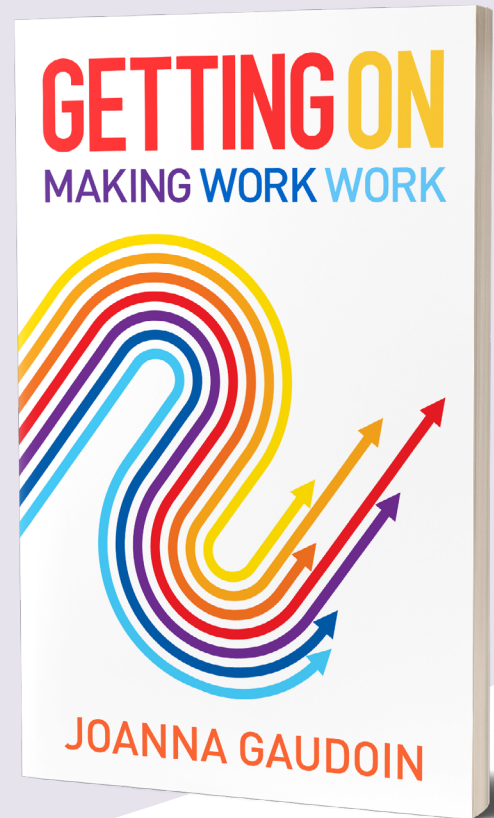
### Why I wrote this book

Every day, I work with people to help them navigate the workplace challenges they face, be the best they can be at work and fulfil their career potential – so that work works for them. This book uses that experience to help you take your own steps towards career success.

*“We know that excelling on the job, doesn’t mean that a successful career will follow – but we don’t always understand why. In Getting On: Making work work, Joanna reminds us to be rigorous in our self-analysis and hone the skills we need to rev our career engine. It’s pragmatic, thought provoking and encourages self-reflection with valuable insights for everyone, no matter what stage your career.”*

**Unette Spencer,**

Chief of Staff to Executive Vice Chair, Mastercard



### About the Author



Joanna has spent more than 10 years working with individuals to help them understand how to blend their technical know-how with ‘softer’ skills to realise career success – either in their existing role, or when looking for new opportunities. Joanna also runs group sessions for organisations and is a regular speaker at events.

**To find out more about Joanna and her work:**

[www.insideoutimage.co.uk](http://www.insideoutimage.co.uk)

[www.gettingonatwork.co.uk](http://www.gettingonatwork.co.uk)

[www.linkedin.com/in/joannagaudoin](http://www.linkedin.com/in/joannagaudoin)

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