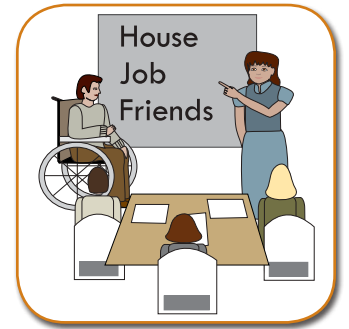
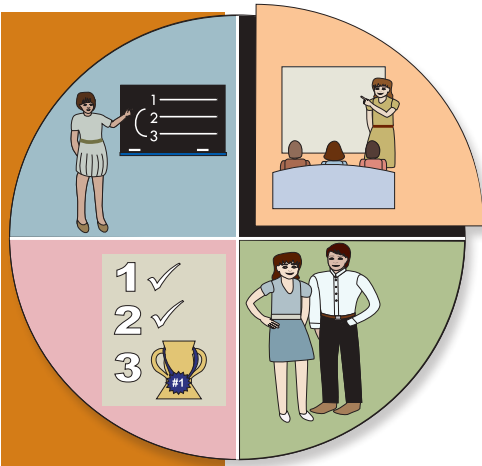


# LISTENING & SPEAKING

## Leading My Own Team Meeting



### THINK

#### Set the Goal

Think about why you are meeting and what you want to say.

### PLAN

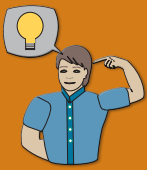
#### Take the Steps

Create a way to lead your meeting.

### DO

#### Make it Happen

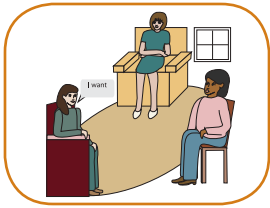
Have your meeting agenda and notes ready ahead of time and practice what you will say.



NAME \_\_\_\_\_



# Lori's Story



**THINK:** Lori wanted to take charge of her team meetings. She felt other people ran her meetings. Lori wanted to talk about what was important to her and have people listen to what she said.

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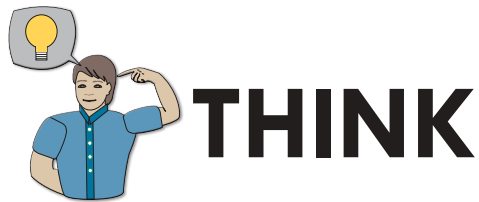
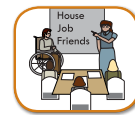
**PLAN:** Lori decided to lead her meetings. She asked her support person to help her make a plan. Lori knew having notes was important. She also knew that making meeting rules and an agenda would help her be in control.

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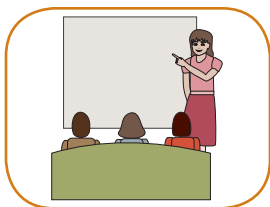


**DO:** Lori made copies of her agenda and meeting rules to share with her team. She had notes ready with a pen and notebook. Lori asked her support person to help, if she needed it. She was focused and in charge at her meeting.

# Setting the Goal



What do I want to say at my meeting?

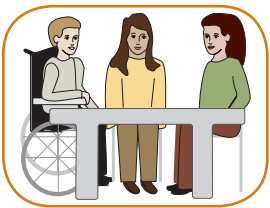


A good meeting includes:



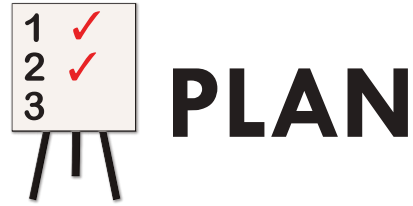
- Being listened to.
- Being prepared ahead of time.
- Having information I understand.
- Agenda and meeting rules I agree with.

My meeting will include:

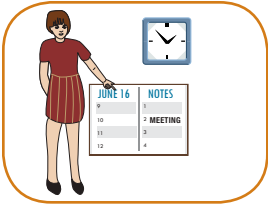


1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

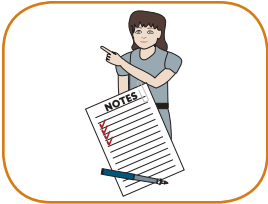
# Taking the Next Steps



What will I do to be prepared?



- Ask for support from a trusted person.
- Practice what I will say.



- Make notes about what I want to say.
- Make my agenda and meeting rules.

What will I do to lead my meeting?



- Speak up about what is important to me.
- Ask everyone to use respectful words.
- Treat team members fairly.
- Use support when I need it.

# Making It Happen



I will start my plan:



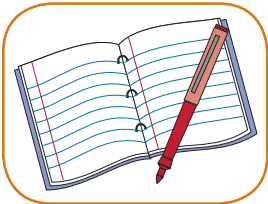
Date

My meeting date:



Date

**Before** my meeting:



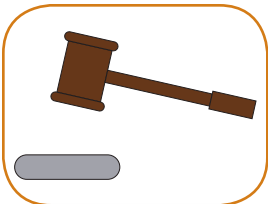
Have my notes.

Make meeting rules.

Prepare agenda.

Practice leading.

**At** my meeting:



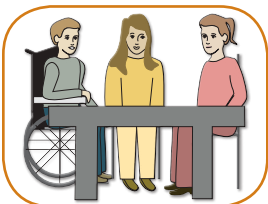
Follow agenda and rules.

Use support when I need it.

Treat team members with respect.

Tell people to use plain words.

I will get support from:



Friend

Family

Support Person

Name: \_\_\_\_\_