

Meeting Practice

Briefing

You have been given the job of researching Mobile phone options for your local phone company and you hope to sell a lot of phones. You will be expected to give a short presentation about your phone and then ask questions about other presentations. Remember your aim is to get your project approved!

You must try to show that your option will make the most profit and is the least risky.

Assessment Criteria: You should try to make every effort to convince the chairperson that your option is the right one and the other options are wrong.

Business

Role of Chairperson

Meeting Procedure

1. Ensure each participant knows that their project will be assessed on: financial return and the risk of failure.
2. Give each participant 3-5 minutes to make their pitch.
3. Invite questions from other participants.
4. Then allow a free-discussion and debate
5. You may wish to consider a vote.

As chairperson you **DO NOT** have to abide by the decision of the vote, but you are **ONLY** allowed to choose 1 option, because of importation paperwork.

Firing Criteria

You decide which project is chosen and that person is safe. Of the others evaluate three aspects:

- The quality of their presentation
- The quality of their questions
- Their belief in their project.

Officially you only **HAVE** to fire one person, but you can fire more if performance is poor...

Teacher's Notes – Lesson Idea

1. This exercise is an excellent way to get all of the students to participate in a meeting. If you have students who normally dominate conversation, make them the chair-people, because they will be put into a listening role.
2. Before beginning introduce large telecom companies like: Vodafone, AT&T or your local equivalents.
3. You may want participants to have calculators to make figures more realistic or you may say that approximate figures are acceptable.
4. Some students will be familiar with the American show "The Apprentice" if students are not then explain the rules to the chair-people very carefully. One project will be selected and 1 student will be fired.

Alternate Procedure: Remember the firing is supposed to be fun rather than serious, so if confidence is a big problem don't make students choose projects and fire people. Just get the chair-people to give feedback on their ideas. (You do not have to give the chair-people their briefing page.)

5. Divide the class into groups of 5, if it is a smaller class you may want to have 3 projects and 1 chairperson. In really small classes the teacher may want to take the role of chairperson.
6. Each person is given 15-20 minutes to prepare their pitch. They are not allowed to show other students their information and you may want to give them paper to help or a clipboard.
7. Observe performances and help as necessary
8. As teacher you may need to time-keep the groups to ensure that they do not overrun.
9. Allow meetings to run, ask for feedback from chair-people and provide class feedback.