



# Running a Discussion

## General Points:

### 1 Call the meeting to order

*Wait until everyone is paying attention*

*Er ... can we make a start?*

- *No moaning allowed*
- *Positive suggestions only*
- *Discussion rules apply*
- *No put-downs*

### 2 Remind everyone about the groundrules for meetings

### 3 Tell everyone to look at their agenda

*You can see that we are going to discuss ... and we have allowed ... minutes for the discussion*

### 4 Discussion

- *Make sure people speak one at a time*
- *Give everyone a chance to speak and don't overlook the quieter ones*
- *Some people have different ways of communicating, such as sign language, so you may need someone to help you understand what they are saying*

*Points of view, please.*

## In some meetings we need a decision

### 5 Decision time

*Does anyone want to make a proposal about what we should do? Does anyone want to second that?*

### 6 Let's vote

*Check that the secretary has made a note of the decision*

*How many agree?  
How many disagree?  
How many don't know?*

### 7 Action Plan

*Now we've agreed to ...  
How are we going to get started?  
What steps do we have to take?  
Who will offer to do it?  
When must it be done by?*

