

# Term 3 – WEEK 6 Contents– Meeting Simulation Class (MS)

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## Today's Agenda

- ✔ 1. LEARN: 3 techniques to “get input” from your meeting members
  - ✔ 2. LEARN: Collaboration Technique
  - ✔ 3. ACTIVITY: Make original examples.
  - ✔ 4. Homework Assignment
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## LEARN:

### Week 6 – Term 3 – MS Class – “Getting Input” Techniques (New)

#### “Getting input” from your meeting members

*In business meetings, as a leader, it is very important to be able to “get input” from your meeting participants effectively. Today, we will study various ways how to generate and get input from your meeting members.*

#### Technique #1: I’d like to “get your input on....”

##### Examples:

1. I’d like to get your input on our plan for next year.
2. I’d like to get your input on next year’s budget.
3. I’d like to get your input on what we should do to increase our sales.

#### Technique #2: I’d like to “hear your views on....”

##### Examples:

1. I’d like to hear your views on my proposal.
  2. I’d like to hear your views on our company policy changes for this year.
  3. I’d like to hear your views on the production problems at our Vietnam factory.
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### 3 Polite Starting Phrases

1. If you don't mind, ....
  2. If possible, ....
  3. If it's okay with you, ....
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### Technique #3: I'd like to "get your perspective on...."

#### Examples:

1. If you don't mind, I'd like to get your perspective on the progress of our new product.
2. If possible, I'd like to get your perspective on "How we can increase our advertising in Europe."
3. If it's okay with you, I'd like to get your perspective on our sales forecast for FY16.

### Now, let's combine all three techniques!

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#### **Example Agenda**

1. Business plan for 2016
  2. New products
  3. Overseas issues
  4. Vendor updates
  5. Factory issues in Vietnam
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✓ **Planning for Agenda Item #1: Business Plan for 2016**

✓ **Discussion Points for Agenda Item #1:**

✓ **1. Budget for next year**

✓ **2. New Products progress in Europe**

✓ **3. Forecast for FY16**

**Example Script (for meeting leader):**

**Okay. The first point on our agenda is our Business plan for 2016.**

**For starters, I'd like to get your input on our budget for next year.**

**Then, I'd like to hear your views on the progress of our new products in Europe.**

**Finally, I'd like to get your perspective on our sales forecast for FY16.**

**So, who would like to start?**

**HOMEWORK:**

**Directions:**

1. Look at the **FIRST** point on your agenda.
2. Then, **make your SAMPLE script** using the **three** “getting input” techniques that you studied today focusing **only on your first agenda item.**
3. Advice: Try to make **3** original sentences that will generate discussion about your **first agenda item** from your meeting participants.
4. Advice: Refer to “today’s example script” to get an idea of how to make your three sentences.
5. Good luck!

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-----End of Lesson -----