

Quiz 1 - Hosting a meeting

"How good are you at hosting a project meeting?"

Circle the answer that applies to you, compare with your partners and check your score at the end!

AGENDA

- We draw up the agenda ourselves and hand it out at the meeting.
- We devise the agenda together with all our partners prior to the meeting.
- We scribble the agenda on the back of an envelope on the morning of the meeting.

MEETING FORMAT

- Our meetings always include a mix of activities, pair/group work, audiovisual stimuli, music etc
- We all sit round a table, the chair of the meeting tends to do most of the talking and the partners don't get much airtime.
- During our project meetings, we tend to go through the points on the agenda all together and don't vary the format much.

ICEBREAKERS

- We always include icebreakers in our meetings as they are a good way of creating a relaxed atmosphere amongst the participants.
- We'd like to include an icebreaking activity in our meetings, but there is never enough time.
- Icebreakers are generally embarrassing and are to be avoided at all costs.

BREAKS

- We always ensure that long and short breaks are planned into the agenda for each day to allow people to regroup/take a break from speaking a foreign language.
- There's far too much work to be run through to allow for the luxury of more breaks than strictly necessary.
- Our project meetings are always run at a tight schedule, but with time for short breaks during the day.

SOCIAL/CULTURAL ACTIVITIES

- △ Project meetings are about getting through the formal agenda and social activities are not important.
- We like to pack in as much social activity as possible as we want to be the best of all partners when it comes to hosting – even if it costs us a lot...
- We always organise at least one social/cultural activity, but recognise the need for free time.

EMBRACING CULTURAL DIVERSITY

- We are aware that there are different ways of conducting meetings in our partner countries and try to be sensitive to cultural differences.
- We recognise that there are differences amongst partners, but haven't worked out a way of getting round this.
- △ When our partners visit us on our home ground, we expect them to do things our way.

LANGUAGE

- We've all tried to make an effort to learn at least a few phrases of our partners' languages, if only as a gesture of good will.
- We realise what an asset it is to speak another language and using part of our grant to sign up for a language course is a huge incentive.
- △ We expect our partners to speak English whenever we meet as it is after all the lingua franca.

VENUE AND ACCOMMODATION

- △ We expect our partners to make their own accommodation arrangements as we don't have the time to act as a travel agency.
- We usually leave the booking of accommodation until later and the partners sometimes end up staying at different places.
- We spend time finding appropriate accommodation for our partners. Making sure that they are comfortable and well looked after is all part of the host's role.

CATERING

- We like to vary the catering venues so that our partners get the opportunity to sample different dishes, particularly local specialities. Mealtimes are an important part of the meeting.
- We recognise that mealtimes can be an important part of team building and can provide a good opportunity to discuss items on the agenda in a more relaxed way.
- ▲ The formal agenda is the most important issue and there is little time or money to make any special catering arrangements. We just make do with whatever is most convenient.

Now find out what sort of host you are!

- Mostly** Oh dear! You need to work on your partnership dynamic! A good partnership needs nurturing in order to blossom.
▲
- Mostly** Not bad, but there are obviously areas where you could improve. Have you read the Grundtvig Navigator or the Comenius Handbook for Schools yet?!
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- Mostly** We are impressed! What an excellent host you are!
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