

Going to a Business Meeting



A Social Story



Today I am going to a business meeting.
Business meetings require me to sit quietly
and listen to others as they present.



They also require me to share my opinions and plans for the future of the company in a productive manner.



I will keep a few rules in mind during all meetings that will help me to be a productive and well liked member of my work team.

Rule 1: Listen to everyone



Rule 2: People have different perspectives



People see the world in different ways. Although I may not agree with their viewpoints, I will understand that they are not **WRONG**. They are simply **DIFFERENT** than my own.

Rule 3: Focus on the big picture



I will try to pay attention to the important points: If I focus on the small details, I may miss the big picture.

Rule 3: Don't correct others as they present

Correcting others while presenting is viewed as being rude and argumentative. People view argumentative people as being “attention seekers.”



Rule 4: Write comments down



I will try not to correct people during their presentations. Even if I know something better than they do, do not share your information until the meeting has ended. Interrupting them is rude: I will write the comment down on a piece of paper and present it to the person after the meeting has ended.

Ask for Clarification



If someone says that they felt that I was behaving in an aggressive manner in a meeting I just had, I will ask them to be more specific: I will ask them to give me more details about my behavior, the situation, and exactly what was said so that I can prevent it from happening again.

Stick to one-on-one meetings whenever possible

Meetings can be loud and bright, which can be very upsetting and distracting. These factors may impact my ability to participate in a productive manner. Asking for a one-on-one meeting may be a better choice for me

