

Chairing meetings problem roleplays

Work in groups of three or four. The chair of the next meeting chooses a situation below. The other people will pretend to be participants in the meeting and act out the situation and the chair should try to solve the problem by using suitable language for chairing a meeting. After you have roleplayed the whole meeting (from greetings to saying goodbye), discuss how well the chair dealt with the situation and how it could have been done better. Then take turns being chair in other situations on the cards.

People have very different strong opinions on the topic.
People argue about one topic.
Everyone quickly agrees without any discussion.
The discussion goes on and on with no conclusion
People won't stop chatting./ The small talk goes on and on.
No one wants to speak.
People keep interrupting each other.
One person dominates the conversation./ One person won't let others speak.
One person is very quiet.
No one wants to take minutes.
People keep leaving and/ or arriving late.
People keep answering their phones, writing emails, etc during the meeting.

Someone wants to make major changes to the agenda.
People speak at the same time.
People give short opinions without reasons/ without support for their arguments.
People go off topic.
People disagree on when they are ready to stop discussion (of one point and/ or everything).
The people with least knowledge speak most./ The people with most knowledge speak least.
It's not easy to understand what point people are trying to make./ People talk about the topic without clearly stating their view.
People use words, names, numbers, etc that others probably find difficult to understand.
When there is a vote, it is split 50/50.
There is (a lot of) silence.
People repeat the same ideas, opinions, topics, etc.
People won't move from their original ideas/ initial opinions.
People (want to) move onto the next topic before the present topic is finished.
People go back to a topic that is already finished.

- Act out one of the situations in front of another group. They will try to guess the problem situation that you are acting out, then give feedback on how well the chair dealt with it.
- Brainstorm tactics and language for all the situations above.