

SSLC CHAIR CHEATSHEETS

IN THE MEETING TOP TIPS

1. Stick to a clear agenda

- Set expectations for an SSLC or 'ground rules' that everyone agrees on as early as possible in the year. i.e. putting hands up when they want to talk
- Use the agenda points to bring conversations back to focus.
- Use phrases like 'this is a great conversation but we need to get back to discussing XX now' 'we can discuss this item in any other business at the end of the meeting if we have time'

2. Intervene

- In order to keep a meeting on time and get through the agenda sometime you may need to intervene in a discussion
- Prompts such as 'we need to move on to the next agenda item.. Please finish your point and we will conclude' or 'can we please finish this meeting outside of the meeting as we need to get through the agenda'
- These interventions will feel awkward at first but handle the situation confidently and assert yourself, you will get both respect from other members who also want the conversation to move and other members will become more mindful in taking a long time

3. Ensure everyone participates

- Do you have personalities who are consistently over bearing the conversation? Use your intervention skills to try to balance conversations inviting other members to speak on the topic
- As those who are quieter their opinions on topics. If you don't want to ask them in the meeting talk to them outside the meeting and ask why they aren't speaking up.

4. Record action points

- Make sure that all discussions end with a conclusion- is it an action or is there a solution that has been agreed.
- Make sure that any agreed action points have an owner
- It is good to make sure to review the mins to make sure all action points are noted ready for updates at the next meeting

5. Keep to time

- The first three essentials all through lead to a meeting keeping on time
- Before a meeting it is always good to look at an agenda and work out how much time each item might take you can refer to your notes to see how well the meeting is keeping to time
- By preparing timings ahead of the meeting you are able to make sure that items at the end of the meeting are not rushed- maybe you want to rearrange the agenda in the meeting if you think you might run out of time.

Are your meetings feeling tense or heated often?

- This can happen, hopefully it won't! But you have a few options
- Flag to the SU that there are issues we can support!
- Try to steer the conversation and ensure that people are being constructive with their feedback- ask for solutions
- You may feel that the discussion should end- 'shall we take this discussion outside of the meeting'
- If people are getting very upset you may want to pause the meeting and take a 5 min break for people to compose themselves

You are taking on too many actions from the meeting?

- As it is your role to delegate tasks sometimes you might take on a lot yourself, keep track of what you are taking on, if you take on too much talk to other members of staff about picking up some of your actions. The SU can help you with delegation as well if you are feeling overwhelmed.

Are you struggling with key stakeholders such as secretaries or DoS's?

- These guys you should feel in sync with, they should be preparing you on what to expect to come up in the meeting
- If you feel out of sync ask to have a catchup's before meetings with DoS & secretaries

No one is speaking up?

- Talk to the reps to find out why they might not be speaking up- maybe you are asking the wrong questions- be prepared to accept open and honest feedback if doing this, you won't see a change unless you can be accepting of potentially negative feedback.

Dealing with Difficult Personalities

Get here when you can	<ul style="list-style-type: none">• You could discuss with the SSLC secretary to send a blanket email reminding all reps to please attend on time• Have 1-1 conversation with the rep outside of the meeting. You only need to do this if it is affecting your ability to complete the business of the meeting. It doesn't have to be a negative conversation start any conversation by trying to understand why they are late it might be something out of the persons control, if so then you need to discuss about communication.• You can ask The SU or a member of staff to have this conversation it doesn't have to come from you!
The Neggy Nelly	<ul style="list-style-type: none">• Make sure to fairly listen to their points, the ability to think critically is important but its important that we try to balance negative feedback with solutions.• Ask them if they have any ideas of what they would like to see change to improve their situation. (See our phrase cheat sheet to help you with this.)• Refer to others who could provide a different perspective.
The Rambler	<ul style="list-style-type: none">• Be firm and take control and ask them to finish up their point or if it isn't clear ask them to clearly state their point or move the conversation on by asking a question to another person• Interrupting people or taking control may feel awkward or unnatural at first you feel more confident the more you do it. (See our phrase cheat sheet to help you with this.)• Lots of people will be thankful that you are moving them along if you are feeling they are rambling its likely others will too!
The Dominator	<ul style="list-style-type: none">• These people are similar to the rambler but with more passion as they are more likely to interrupt people.• You need to be firm and take control and try to help other get their say in by inviting others to make their points to keep the conversation balanced. (See our phrase cheat sheet to help you with this.)• Thank them for their contribution so that they feel heard.