

Do's & Don'ts of Meetings with Management



Do

- SHOW UP TO THE MEETING ON TIME
- STATE THE FACTS
- BE HONEST, CONCISE & LOGICAL
- REMAIN PROFESSIONAL & CALM
- CALL FOR A CAUCUS IF THE MEETING IS GOING IN THE WRONG DIRECTION
- BE RESPECTFUL
- REMAIN ON TOPIC

Don't

- REFUSE TO MEET
- BE LATE TO THE MEETING
- LIE ABOUT THE FACTS
- GET EMOTIONAL OR ANGRY
- VOLUNTEER UNNECESSARY INFORMATION
- MAKE INAPPROPRIATE COMMENTS
- BEG
- THROW OTHERS UNDER THE BUS