



Teamwork Makes the Dreamwork Leadership Series

How to conduct yourself in meetings





1. Welcome and Introductions
2. What were your thoughts about the video?
3. Let's play a game
4. Closing thoughts / Q&A
5. Whats coming up!

Nice to meet
you!

- My Name to Anna Montaldo
- From St. Louis, Missouri
- CEO of CP Life—my own personal disability awareness social media brand
- Member of the Boundless Babes Society—a women empowerment organization for women with disabilities
- President of St. Louis Region People First

Nice to meet
you!

- "Charting My LifeCourse" Training Graduate
- A founding member of the Charting Our Own LifeCourse- COOL Group
- Person Centered Planning CtLC Ambassador Graduate.
- Enrolled in CtLC In Action, CtLC Stakeholders and CtLC Good LifeGroup Facilitators Badges
- My goals is to be a professional Charting the LifeCourse Trainer and Mentor

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Housekeeping expectations

- *If you can't understand me, please tell me!*
- ***Be aware how much you talk:*** *if you tend to talk a lot maybe let others have a turn and if you are quiet, we would love to hear your voice!*
- ***Please stay muted when you're not speaking and use the raise hand feature!***



Reflections and Discussion

Questions to
consider

**What words or phrases stuck out to
you from the video?**



**What new insights or “aha moments”
did you have?**



**What seems the most critical to keep
in mind?**





Let's play a game!
“How to Conduct Yourself in
Meetings Jeopardy”

How to conduct yourself in meetings

	Meeting prep	Meeting Etiquette	Post meeting	meeting involvement	use it or lose it
100	Ashley has a big presentation tomorrow what should she wear?	You should have side conversations with your friend?	what should do when the meeting ends?	I am really passionate about the work going on and would like to take on a leadership position in this meeting. What should I do?	This is a meeting that I have always wanted to participate in, but never have: _____
200	You have a zoom meeting and you want to use Candy crush as a background is it accepted?	Ashley arrived to the meeting on time but is now hungry should she doordash?	Ashley is really enjoying the presentation and wants to introduce herself to the presenter. How should she do this?	I have a phone call during the meeting, what should I do?	These are the organizations that I am involved with: _____
300	What are different ways to show professionalism	You have to use the bathroom in the middle of the meeting What should you do?	One of my friends is in this meeting with me and I want to talk to them about non-business things. What should I do?	Someone said something during the meeting that really upset me, what should I do?	I have been on a committee for a long time (over a year) and could start thinking about serving in a leadership role. What is that committee?
400	You don't know what is going to be discussed at this meeting. What do you do?	Should you use bad language or slang in meeting?	I was assigned a follow up item/task and forgot what it was	I wasn't able to complete the prep work that was necessary to participate fully in the meeting. What should I do?	What is something really important to me that may take a group (3 or more people) to accomplish?
500	You have discovered you have another meeting/appointment/family matter during that meeting time. What do you do?	I know the answer to every question and I have a comment about almost everything that comes up. What should I do?	I was really frustrated with one aspect of that meeting (didn't get to talk, was cut off, didn't understand what was being discussed, etc.)	I had trouble understanding one of the agenda items and was lost during the discussion, what should I do?	Free square what can you think of?



What's Next and Q&A



“The Self Advocacy Resource and Technical Assistance Center (SARTAC) seeks to strengthen the self-advocacy movement by supporting self advocacy organizations to grow in diversity and leadership. The resource center is a project of Self Advocates Becoming Empowered (SABE), the oldest national self-advocacy organization in the country. SARTAC is a Developmental Disabilities Project of National Significance, funded by the Administration for Community Living – Administration on Disabilities (AoD). The information in this manual was written to provide guidance for self Advocates and their allies to assist in understanding policy issues affecting their lives. It is not to be used to determine a person's legal rights or an organization's legal responsibilities under Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disability Act of 1990, as amended or any other federal, state or local laws written to protect the rights of people with disabilities.”



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