

Chairing HR meetings meeting criteria board game

working hours	work-life balance	working from home	working conditions	START absenteeism
downsizing	<p style="text-align: center;">Instructions for students</p> <p><i>Work in groups of three to five students. Each place a counter (eraser, coin, etc) on the “START” square. The person whose turn it is should roleplay being the chair of a meeting in a meeting on the topic written in the square which they are on, with the other students as the other participants in the meeting. Decide subtopics, who you are, etc before you start speaking, then <u>start from the very beginning of the meeting (greetings, etc) and continue until the very end (saying goodbye, etc).</u> You will need at least two subtopics in each meeting. When you finish, give the chair one point for each of the criteria below that they met during the meeting, but no points for any criteria they didn't meet (including any which were impossible in that situation). They can then move one square for each point that they got. Only the person whose turn it is (the chair) gets points and moves.</i></p> <p style="text-align: center;">Criteria to meet</p> <ol style="list-style-type: none"> 1. smoothly started (controlled small talk, got down to business, etc) 2. made sure participants talked the same amount (stopped interruption, invited them to speak, etc) 3. no silence/ little silence 4. kept people on topic 5. moved smoothly between topics 6. helped people reach agreement 7. checked/ confirmed (agreement/ decisions, meanings, reasons for opinions, etc) 8. ended smoothly (AOB, summed up, etc) 			accessibility
whistleblowers				agency staff
unions				bullying
transfers/ relocation				career paths
top performers				conflict
teamwork/ team building				induction
recruitment				disciplinary proceedings
staff turnover				dress code(s)
staff satisfaction				EDI
staff development				(business) entertaining/ socialising
retirement				headhunting
reorganisation/ restructuring				leave
redundancy packages				middle management
probation				performance management