

# steps to speaking up

## Step 3 - Meetings



“you have to know what time the meeting is and how to get there” - Reach member

“a supporter helps us but if we want say anything we do it” - Reach member



“work on your presentation and your questions before the meeting” - Reach member

## Step 3 - Meetings: Types of Meetings



There are lots of different types of meetings where you can speak up.



Some meetings are small and relaxed and are just like having a chat with friends.



Some meetings are much bigger and will have lots of people talking about things that might be hard to understand.



Some meetings are short and some are very long.

### Step 3 - Meetings: Getting to Meetings



Make sure you know what time the meeting starts and finishes.



Make sure you know where the meeting is being held.



Make sure you know how you will travel to the meeting.



Make sure you can get to the meeting on time.

## Step 3 - Meetings: Getting to Meetings



Try to give yourself enough time to get there even if there are problems with transport, like your bus being late.



If you think you are going to be late for the meeting try to ring and tell someone so they know whether to wait or start without you.



If you are going to be late, try not to worry.

The most important thing is that you get there.



Sometimes you can claim your travel expenses for meetings so make sure you keep tickets and receipts safe.



## Step 3 - Meetings: Support in Meetings



Sometimes you might have someone to support you at meetings.



This might be a friend, family member, a key worker, support worker, a personal assistant or an advocate.



You and your supporter should get together before the meeting to look at the meeting plan and other information you need to know.



If you are reading a report or a presentation you and your supporter should practice this before the meeting.

## Step 3 - Meetings: Support in Meetings



You and your supporter need to agree how you will work together in the meeting.



Your supporter should support you to make your own choices and help you speak up in the best way for you.



Your supporter should help you to speak up for yourself but be ready to help you if you get stuck.



Your supporter should not argue with you or make you say things you don't want to.

## Step 3 - Meetings: Support in Meetings



Your supporter should help you to understand what is going on in the meeting.



Your supporter should help you to understand any reports, notes and papers you are given at the meeting.



Your supporter needs to listen to what people are saying at the meeting so they can help you to understand things.



Everything your supporter does should be about helping you to speak up and be part of the meeting.

## Step 3 - Meetings: Personal Presentation



You should think about the way you look and present yourself at meetings.



Before the meeting you should think about what to wear and how you want to look.



Lots of people dress smartly for meetings and lots of people wear clothes that are comfortable for them.



What you wear and how you look can be very important at meetings.



## Step 3 - Meetings: Personal Presentation



Wearing smart clothes doesn't change how important your words or questions are but it might make other people listen more.



This is because people will see that you are taking the meeting seriously.



One Reach member said "you shouldn't go to meetings in scruffy clothes, with scruffy hair."



Another Reach member said personal hygiene is important. "You shouldn't smell. You should have a wash or a shower. If you smell nobody will sit by you."