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OPENING MEETINGS WITH GBOA

Openings for meetings should be short, focused and clear on the objectives. Try using a four-step opening such as Greeting, Objective, Background and Agenda to make your meetings start off effectively:

G = Greeting

B = Background

O = Objective

A = Agenda

Practice reading the key language below with your instructor!

KEY LANGUAGE

Greeting

Good morning / Good afternoon, everyone.

Thank you very much for attending this meeting.

Thank you all for being here today.

Well, shall we start?

If we are all here, let's start the meeting.

Background

As you (may) know...

As you are all aware...

Recently...

Today's meeting is about...

Objective

Use words such as select, determine, or decide because they are more specific.

It's better not to use the word "discuss" – discuss does not mean decision.



Examples:

- ✗ We are here to discuss the project.
- ✓ We are here to decide if we fund the project.

- ✗ Our objective is to look at some candidates.
- ✓ Our objective is to select the best candidates



Agenda

- Does everyone have a copy of the agenda?
- Does anyone have anything to add to the agenda?
- Can you all see the agenda? (for virtual meetings)

EXAMPLE OPENING

Good morning everyone. Thank you very much for attending this meeting. As you may know, we have been having some problems with the X25 tool in the clean room. So, our objective today is to identify the issue and decide the best solution for this problem. Are there any questions about the agenda?

YOUR TURN!

Complete the exercises below with your instructor:

1. What does GBOA stand for?
2. Write down a GBOA for a meeting you have had, or will have.
3. Practice your GBOA with a colleague.

Now, use GBOA to open a meeting on the following topics:

- 1) You're trying to decide the location for the end-of-year party. Open this brainstorming meeting.
- 2) You're opening the annual budget review meeting.
- 3) You're chairing a meeting between TMs in Boise and Taiwan to decide find ways to improve communication within your team.



Click [here!](#) for example dialogues, audios and videos!