

**MICRON ENGLISH HELPDESK
NOVEMBER 2021**



OPEN+

Kick-off meetings with GBOA!

Lead-in discussion

- 1) What are some of the differences between English and Japanese meetings?**
- 2) Is it necessary to explain the agenda at the start of meetings?**

Task

Read the information on the next page.

Then, create your own GBOA for a meeting you had recently or will have in the future.

USE THE GBOA TECHNIQUE TO KICK OFF MEETINGS!

GBOA is four, simple sentences. Use these steps to begin meetings quickly and effectively!

Greeting

Greet members positively and confirm everyone is in attendance.



- Good morning everyone. Shall we get started?
- OK, everyone is here so let's begin.
- Good afternoon. Is everyone ready to begin?

Background

State the reason (everyone should know) for the meeting.



- As you all know...
- As we discussed before...
- The reason we're meeting today is...

Objective

This step is important. Create a clear and specific objective for the meeting. Many meetings lack an aim or result, but we should create an objective to keep participants aligned.



- Today, our objective is to solve the...issue.
- Our aim today is make a hiring decision on the three candidates.
- I'd like us to come to an agreement on...by the end of today's meeting.

Try to avoid words such as "discuss" and "brainstorm" when setting an objective. These words are not powerful and do not entail results. Instead, use action verbs such as "solve," "decide" or "align on."

Agenda

In our opinion, there's no need to explain the agenda. Most participants should already have checked this information if you sent it by email before the meeting. Instead, simply confirm.



- Does the agenda look OK to everyone?
- Are there any questions about the agenda?