



MEETING WITH YOUR PRINCIPAL



When getting ready for a meeting with your principal, it's essential to address the purpose and the key points you want to convey. Here's a comprehensive outline that you can use to ensure an effective meeting:

- 1. Plan and Prepare:** Within your council, determine what you want to accomplish. Make sure all of the proposal research is done prior to the meeting and have agreements in place with everyone involved.
- 2. Know Your Audience:** Every student council NEEDS the support of their principal. Make an appointment with the principal's secretary and leave a note with the purpose of your meeting.
- 3. Practice, Practice, Practice:** Start with a smaller presentation for practice between students, for example, elevator speeches. This will help the students feel much more comfortable during the final presentation. Rehearse your whole presentation multiple times. This will help you become more comfortable with the material, improve your delivery, and identify areas that need to be adjusted.
- 4. Speak Clearly and Confidently:** Practice speaking clearly, at an appropriate pace, and with confidence. Vary your tone and pitch to add interest to your voice. Avoid using filler words like "um," "uh," and "you know."
- 5. Handle Q&A Gracefully:** Actively listen to feedback and take notes during the meeting to be prepared for questions from your audience. Listen carefully to each question, and if you don't know the answer, don't be afraid to say so. Offer to follow up with more information later if needed.