

## Objective

By the end of this lesson, the student will be able to identify and discuss important topics that should be addressed during a maintenance meeting in the event of a shutdown. The student will also learn how to effectively communicate these points to ensure a smooth operation during the downtime.

## Materials and Prep

- Notebook or paper for note-taking
- Pencil or pen
- Access to a quiet space for discussion

Before the lesson, the student should have a basic understanding of what a maintenance meeting is and the general purpose of a shutdown. It may also be helpful to think about any personal experiences related to maintenance or shutdowns.

## Activities

- **Brainstorming Session:**

The student will spend 15 minutes brainstorming a list of topics that might be relevant for discussion in a maintenance meeting during a shutdown. This could include safety protocols, equipment checks, and communication strategies.

- **Role-Playing:**

In this activity, the student will take turns role-playing as the meeting leader and a participant. They will practice presenting their topics and responding to questions, which will help build confidence in speaking during real meetings.

- **Creating a Meeting Agenda:**

The student will create a mock agenda for a maintenance meeting during a shutdown. They will include the topics they brainstormed earlier and organize them in a logical order. This will help them understand the flow of a meeting.

## Talking Points

- "It's important to discuss safety protocols during a shutdown to ensure everyone knows how to stay safe."
- "We should review the status of all equipment and identify any that require immediate attention."
- "Effective communication is key—let's talk about how we can keep everyone informed during the downtime."
- "We need to set clear goals for what we want to accomplish during the maintenance period."
- "Let's consider how we can evaluate the success of our maintenance efforts once the shutdown is over."