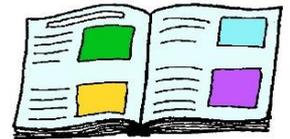




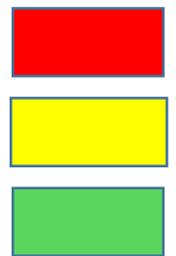
## Making meetings accessible for people with learning difficulties

By Cecilia Mercier - Co-production Support Assistant

- All information needs to be in easy read. This means using simple words with no jargon and also using pictures.



- Let people know about the traffic light cards and ask them if they want to use them. Traffic light cards are a way of making sure people with learning difficulties take part in meetings. These cards are very good for people who may be a little nervous to take part in meetings.

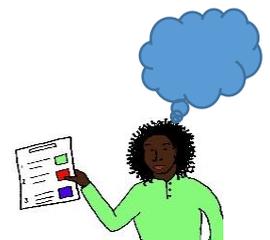


**Red** means: I have got something to say

**Yellow** means: Can you slow down and explain that again

**Green** means: I agree with what you are saying

- Explain things clearly and not too quickly. If you do not, people with learning difficulties will get bored, frustrated and start to day-dream. This is because they do not understand and will feel that they have not got anything out of the meeting.



- Tell people at the beginning of the meeting that if they do not understand what is being said they should let you know. Then you can repeat it or say it in a different way. I find it good if you use an example to explain things.



- In the meeting ask if people understand everything because it gives them an easy chance to say if they do not understand.



- If people still do not understand then let them know they can talk about it more after the meeting or at another time.



- Send information to people before the meeting so that they have time to read it, understand it and prepare what they want to say in the meeting. This could be meeting papers, the agenda or the notes from the last meeting.



- If the agenda is clear then people with learning difficulties will know what they need to think about before the meeting. The agenda could have simple questions so that people know what they need to think about and can prepare for the meeting. This means people will have the confidence to talk in the meeting.



- People with learning difficulties can be shy and scared to say that they do not understand something because they can feel like they are slowing people down. So you need to make people feel comfortable, this can be done through using body language and giving people time to say things.



- Make sure people have a chance to speak, especially people who have not said much.



- People with learning difficulties need support to prepare for the meeting and in the meeting.



- In the past I have been to lots of inaccessible meetings, this made me unhappy. This meant that I could not understand what was being talked about in the meeting or take part in the group work. I felt that the meeting was a waste of time and I should not have gone.



