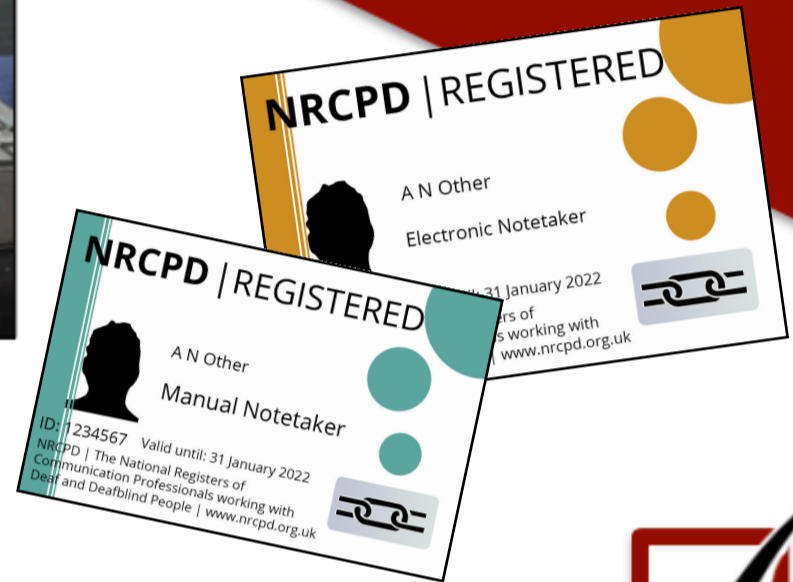
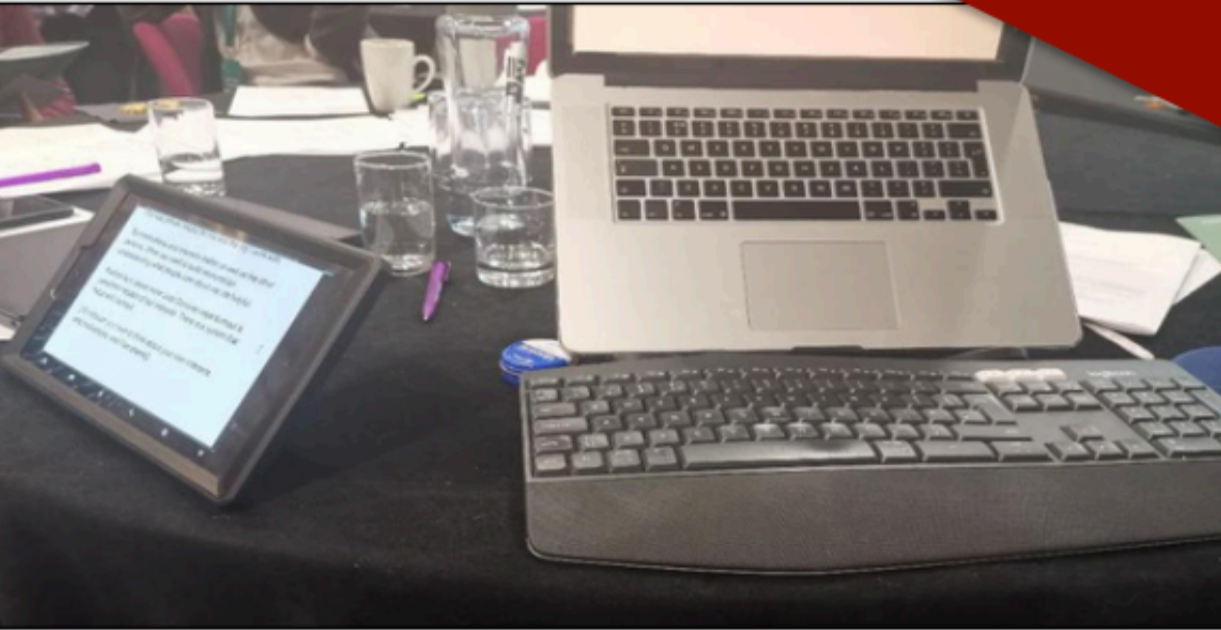




Communication Tips

Working with a Notetaker

A Notetaker is a hearing person who produces a set of notes for people who cannot take their own



Setting

The Notetaker should have a stable working area. A table and an adjustable chair with no arm rests is preferable .



Timing

Please inform the chair, that a Notetaker will be joining the meeting. The deaf person will receive the message 4 or 5 words behind the speaker therefore please allow time for the deaf person to interject/question and to check in regularly to see if anything needs to be adapted to improve communication.



Preparation

Please provide the following at least 24 hours before the online meeting:

- Meeting notes/slides
- Agenda
- Attendees



Breaks

Breaks must be factored in to meeting times if the meeting is likely to last for more than one hour. For meetings over two hours, or complex meetings with multiple attendees, a co-worker may be required.



Badge

All Notetaker's MUST carry their NRCPD badge at all times.

