



## EFFECTIVE MEETINGS

- Objectives**
- to identify, discuss and demonstrate ways to make meetings effective and efficient while still meeting the needs of the organization or group
- Time it takes**
- 1 hour
- What you Need**
- flipchart and markers
  - handouts: "Planning and Preparation of Meetings", "The Characteristics of a Good Working Group", "Guidelines for Facilitating a Meeting"
- How it's Done**
1. Have a five minute "brainstorming session" with participants to identify what makes a "good meeting and what makes a "poor meeting".
  2. Divide the participants into two groups. Ask group 1 to develop a five to ten minute skit to demonstrate the beginning of the first business meeting of the year for an organization, (*e.g. welcome, agenda, beginning items of business*) - Ask group 2 to develop a similar skit for the first meeting of a committee, the purpose of the committee to be determined by the group, *eg membership committee discussing membership drive*). Advise them that they have fifteen minutes.
  3. Ask one of the groups to present their skit. Remind them to keep within the timeframe of ten minutes. Following their presentation, ask for comments from the other group. Allow ten minutes for discussion.
  4. Repeat this process with the other group.
  5. Distribute all handouts..
- Variations**
- If possible, distribute the handouts in advance to give participants time to review the material.