

	Activity	Participant Materials	Learning Aid	Time
I. Introduction		HO		5 min
A. Welcome	<ul style="list-style-type: none"> <li>1. Introduce self</li> <li>2. Introduce designers</li> </ul>			
	<p>SAY This is a workshop developed by students for students.</p> <p>We interviewed X people from Y different groups to develop the information for this workshop</p>			
	<ul style="list-style-type: none"> <li>3. Point out handout <ul style="list-style-type: none"> <li>a. Theirs to keep</li> </ul> </li> </ul>	HO, p2	OT1	
B. Goals	<ul style="list-style-type: none"> <li>1. Refer participants to the handout</li> <li>2. Point out that the content was based on intensive review of what happens in student meetings.</li> </ul>	HO, p3	OT2	
C. Agenda for the workshop	<ul style="list-style-type: none"> <li>1. Refer to the agenda.</li> <li>2. These are the materials we will cover.</li> <li>3. ASK does anyone have anything else to add to this list?</li> </ul>			
D. Rules	<ul style="list-style-type: none"> <li>1. Full participation</li> <li>2. Ask</li> </ul>			
II. Principles of Managing a Meeting: Content Management		HO, p4		5 min
A. Preparing for the meeting	<ul style="list-style-type: none"> <li>1. Purpose <ul style="list-style-type: none"> <li>a. Develop a clear purpose for the meeting</li> <li>b. The statements should be brief.</li> <li>c. Once the meeting's purpose has been accomplished end the meeting.</li> </ul> </li> </ul>			
	<p>ASK Someone to read the examples</p>			
	<p>SAY The goals focus on what should be accomplished, not what will happen.</p>			

2. Reminders HO p5 5 min
- a. Do this well in advance.
  - b. Remind participants to be there
  - c. Remind presenters to be there.

SAY Note that we listed reminder for presenters. This includes special presentations and people who are expected to report on delegated projects.

ASK How many of them do this.

ASK What problems do you face?

- B. Using the agenda HO, p6 Posted  
workshop  
Agenda 5 min
1. Uses
- a. To limit discussion
  - b. To focus discussion
  - c. To manage time
  - d. Give recording person an outline
  - e. To do list

SAY The agenda is really your action plan. It is one of your most important meeting management tools.

2. Techniques HO, p6 5 min
- a. Post publically
  - b. Talk to the public agenda
  - c. Publically cross off items as completed

SAY This is key. Have an agenda posted so the entire group can see it.

d. TOPIC KEEPER

SAY This person, perhaps the secretary, can point out when the group is off topic.

- e. Use to summarize agreements.
- f. Use to summarize assignments.

3. Model agenda HO, p7 OT 3 5 min  
a. Title and date

SAY Note that the agenda has a starting time and location. It is important to always have this even when the meeting has been in the same place for years. Helpful for the secretary and for records.

- b. Goals/Objective  
c. Assignments

SAY Note the section on assignments. This should be the special assignments people are to complete. The things they have been delegated to complete. Once people know that their name is going to be posted publically, then they are going to be more eager to be prepared for the meeting. Even if a person is not presenting at this meeting, keep this list of assignments current until the project(s) are completed.

- d. Fixed Reports  
e. Old business  
f. New business  
g. End time

4. Meeting summary 2 min  
a. Agreements  
b. To do list

SAY The last thing you should do, before the meeting is adjourned is the summarize what has (or has not happened). If your agenda is posted, talk to it summarizing any agreements, conclusions, decisions, or delegated assignments. Also point out the items that will be on the next meeting's agenda.

- III. Principles of Managing a Meeting: Discussion Management 5 min

- A. Opening the meeting  
1. Start on time  
2. Have a clear starting 'ritual'  
3. Don't wait for stragglers  
4. Don't review for stragglers.

- B. Controlling Discussions
  - 1. Independent discussions
  - 2. Controlling talkover
  - 3. Irrelevant discussions
  - 4. Single-person discussions
    - a. Take this up outside.

C. Guidelines

5 min

- 1. Dos and Don'ts
  - a. Using reinforcement
    - (1) Positive reinforcement
    - (2) Punishers
  - b. No personal criticism
  - c. Providing alternatives
  - d. Calling on people
    - (1) By name
    - (2) Open ended questions
  - e. Small groups
  - f. Give people a reason to be there
- 2. Controversial issues.
  - a. Anonymous voting.

D. Problem Participants

15 min

- 1. The Talker
- 2. The Confronter
- 3. The Wanderer
- 4. The Drifter
- 5. The Creative

IV. Decision Making

10 min

- A. Key types
- B. Dos and Don'ts
- C. Negotiating
  - 1. What it is
  - 2. Key Steps
  - 3. Dos and Don'ts

D. Brainstorming 10 min

1. What it is
2. Key Steps
3. Dos and Don'ts

V. Delegation 5 min

- A. What is it
- B. What to delegate
- C. To whom to delegate
- D. Key Steps
- E. Dos and Don'ts

VI. Close 5 min

- A. Discussion and sharing
- B. Question and Answer
- C. Close
- D. Evaluation/Questionnaire