



## Learning Activity 11–8: Effective Meeting Exercise

### OBJECTIVE

The objective of this learning activity is to

- ♦ produce a comprehensive meeting plan based on specific criteria.

### MATERIALS

For this activity, you will need

- ♦ Training Instrument 12–7: Effective Meetings, one copy for each learner
- ♦ Tool 12–4: Agenda Form, one copy for each learner
- ♦ Tool 12–5: Meeting Planning Form, one copy for each learner
- ♦ Tool 12–6: Minutes Format, one copy for each learner
- ♦ flipchart pages and markers
- ♦ masking tape for each group to post pages.



### TIME

- ♦ 20 minutes

### INSTRUCTIONS

1. Divide the class into three groups.
2. Distribute copies of Training Instrument 12–7 and Tools 12–4, 12–5, 12–6.
3. Explain that each group will create part of a meeting plan on the supplied flipchart page. The purpose and background information about the meeting is on the training instrument. You will assign one task to each group. One group will use page one of the Agenda Form to create the agenda for the meeting. Another group will use page two of the Agenda Form to create the email to announce the meeting.

The other group will use the Meeting Planning Form to decide the room setup and what materials should be created for the meeting. They will have 10 minutes to decide what to do for the items listed on the form.

4. Each group will present its part of the meeting plan to the rest of the class. Every person in the group is required to participate in the presentation.
5. After each presentation, conduct a debriefing discussion with the team and the rest of the class, using these questions.

### ***DISCUSSION QUESTIONS FOR DEBRIEFING***

- ♦ What other considerations do you think might need to be addressed about this particular part of planning a meeting?