

**Providence Civic Entrepreneurs
Making Meetings Effective
An RKI Direct Action Workshop
February 22, 1999**

5:30 Welcome, purpose, introductions, get food

Purpose: To equip you to plan and carry out improved meetings in a wide variety of situations and settings

Introductions: First round, name and one “identifier”

Basic premises of good meetings: a quick show and tell

Introductions: Second round — human spectrums on meeting topics

Before sitting down, get food and bring to table

6:10 Eat dinner

6:40 Meetings for working groups, task forces, boards (groups that meet repeatedly, with membership changing slowly)

Tips/premises/principles for

- ▶ Preparing, including agenda setting
- ▶ Setting the climate, including space and welcome
- ▶ Opening the meeting, including ground rules

Application: small groups consider how to improve their own practices in one of more of these areas.

7:20 (Continuation) Tips/premises/principles for

- ▶ The heart of a meeting: generating, organizing, deciding
- ▶ Closing (reflecting, summarizing, assigning, committing)

Application: small groups consider how to improve their own practices in one of more of these areas.

7:55 Meetings with a public face: community groups, neighborhoods (either one-shot groups, or groups that meet regularly but only meet with you once)

What to attend to most closely (tips)

- ▶ Purpose: is a meeting the right thing? What kind of meeting? What's "the way they do things around here?"
- ▶ Details, logistics
- ▶ Agenda: who sets it, what level of detail, who produces it, how far in advance, in what language or visual form
- ▶ Roles: who leads, facilitates, records, serves as members
- ▶ Ground rules
- ▶ Right expectations
- ▶ Getting good questions
- ▶ What's at the heart of the meeting?
- ▶ How do you close (what do you promise?)
- ▶ Who follows up (meeting notes, future meetings, assigned tasks)

Application: groups working on upcoming public or community meetings caucus briefly to consider whether some of these tips may help them in planning upcoming events.

8:25 What has been most useful? What do you need in order to put some of the ideas to work?

8:30 Adjourn