

AGENDA BUILDING WORKSHEET

Meeting:

Date:

Time:

Place:

Purpose(s) or desired outcome(s) of this meeting:

Time Needed (2)	Agenda Item (1)	Method for Presentations (3)	Who presents (4)	Materials Needed (5)	Expected Outcome (6)	Follow-up Actions (7)	Who/By When (8)



AGENDA BUILDING

Many groups use an "old business--new business" type of agenda. Here is an alternative agenda format - particularly if your group is struggling to engage folks. This format involves participants to a greater extent. Participants become more than a vote at the end of a windy, dominated discussion; they become a part of group process. This participatory style increases the likelihood of input and engagement; it measures "air time". This model depends on as much work from a facilitator before the meeting as during.

BEFORE MEETING:

By completing steps 1-6 ahead of your next meeting, you and your committee members can pre-plan and insure healthy group process.

1. Agenda Item. First ask participants to list items which should come before this meeting.

4. Who Presents. Arrange for a person to be responsible for presenting this agenda item (i.e., Judy - dress code development; Matt - new logo, Silas – fund raiser)

3. Method for Presentations. Encourage each presenter to determine the most effective group technique to use to surface all angles of the topic for the large group to understand. For example, hand-out main points summary, a fact-finding report, a power point illustrating choices, a focus question for small group discussion and report back, large group brainstorming, a panel of three experts, straw poll, round-robin, nominal group process, etc.

2. Time Needed. Relative to the group method your presenter plans, you as facilitator promise to protect a maximum amount of agenda time.

5. Materials Needed. Encourage each person presenting an agenda item to describe the supplies/resources which would cause the large group to work the topic more easily. For example, poster paper, markers, sticky dots for group prioritization, pros and cons list, pencils, extension cord, lap-top, projector, a microphone, small group tables, easels, etc. A presenter might even consider mailing out a proposed policy statement in advance.

6. Expected Outcome. Determine a specific outcome for each agenda item. Examples might include: increased awareness, increased knowledge; enabled group decision by vote; enabled group decision by consensus; empowered group to prioritize possibilities; recorded group recommendations; forwarded prioritized list to committee, authorized purchase, etc.

DURING MEETING:

Recording steps 7-8 in large print during the meeting builds the group memory and tracks progress

7. Follow-up Actions. For each agenda item, be sure to invest in follow-up arrangements. "All talk and no do" destroys an organization. An effective facilitator reflects back to the group what action step(s) the group has determined.

8. Who/By When. Do not leave a meeting without summarizing who will do what by when. Capture a person's name, contact information and a specific date the above action can be expected. This is most effective when written in large print in the presence of the group. This serves the group's memory, and makes a nice starting place for the next meeting.

END OF MEETING:

An effective facilitator will make time at the end of the meeting to summarize what was accomplished, recognize contributing members, and highlight the group's expectations for action before next date.