Parents As Leaders

LEADING EFFECTIVE MEETINGS:
TOOLS FOR PLANNING & FACILITATING GROUP WORK
Today’s Agenda

- **Facilitative Leadership**
  - Dimensions of Success
  - *Levels of Involvement in Decision Making*

- **Planning for a Productive Meeting**
  - Why Plan
  - Purpose Statement
  - Developing the Agenda

- **Managing Meeting Dynamics**
  - Different People Come for Different Reasons
  - Leading means Facilitating
  - Handling Challenging Situation

- **Conclusion**
  - Please complete evaluations!
Facilitative Leadership

Leadership is not just about “getting things done.”

Each dimension of success supports the others:
- Process
- Relationships
- Results
Facilitative Leadership

Levels of Involvement in Decision-making

- Decide & Announce
- Get Input from Individuals & Decide
- Get Consensus
- Delegate with Constraints

* Can fall back if necessary to a lower level of involvement
Planning for a Productive Meeting

Why Plan?

- People meet for a purpose –
  - If the purpose is not CLEAR, people will not come.
  - If the purpose is not ACHIEVED or FURTHERED, people will not come back.
- Planning ensures clarity of purpose and increases the chance of productivity.
What is Your Purpose?

- Take the time to think through what it is you are trying to accomplish.
- A Statement of Purpose answers the question, “Why are we here today?”
- Purpose relates to your *mission* and to the specific *objectives* of your meeting.
- Each element of the meeting relates and is necessary to the purpose.
Planning for a Productive Meeting

Purpose Statement

- Include an ACTIVE verb: *We’re here today to DO something!*  
- Identify specific objectives or desired outcomes: *When we’re done, we will have...*

Your meeting may have more than one purpose, but try to distinguish the main purpose, or focus, from a “checklist” of objectives.
Planning for a Productive Meeting

Purpose Statement

- Does the meeting have a single purpose or a main focus?
- If the meeting is part of a series of meetings, how does the objective of this meeting relate to the larger purpose?
- Is there a *non*-purpose?
Planning for a Productive Meeting

Creating the Agenda

- The agenda is a tool for *planning* and for *communicating* the plan for the meeting.
  - Planning Agenda
  - Agenda given to meeting participants
Planning for a Productive Meeting

Key Agenda Elements

- Title, date, time & place
- Meeting purpose (may also include mission or larger purpose)
- Desired Outcomes
  - May be listed up front, under purpose statement
  - May be incorporated with agenda topics
- Timing (points of closure)
- Leader(s)
### Planning for a Productive Meeting: Sample Agenda

**Meeting Goal(s) or Desired Outcomes:**
What is the purpose of the meeting? What do you want to have accomplished by the end of the meeting?
Most meetings have one of three goals: Give information, Get input, Make a decision.

**Participants:** Who needs to be there?

**Logistics:** Where and when should the meeting take place given who needs to attend?

**Roles:** Who will play what roles? Who will facilitate the meeting?
Leader(s): ______________________________
Recorder/Secretary: ___________________________
Timekeeper: ________________________________

### Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Goal</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Meeting</td>
<td>Review goals, agenda, roles. Introductions if necessary.</td>
<td>Give information, Get input, or make decision?</td>
<td>Who leads the discussion?</td>
</tr>
<tr>
<td>Topic or guiding question</td>
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<tr>
<td>Wrap-up</td>
<td>Review agreements/decisions and tasks, who will do them and by when. Next meeting time/date, topics.</td>
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</table>
Managing Meeting Dynamics

Can you think of a movie or TV title or phrase that describes the last meeting you went to?
Managing Meeting Dynamics

Different People Come for Different Reasons

- Parent who is home all day and wants social interaction
- Coming from long day at work
- Limited time
- Teachers and administrators
- Diverse population
Managing Meeting Dynamics

Build in Social Time

- Adult conversation
- Bridge cultural relationships
- Build stronger sense of community
- Those with limited time can plan accordingly
Managing Meeting Dynamics

Leading the Meeting

- Leading means facilitating
  - Encourage equal participation
  - Participating means listening as well as talking
  - Read the room and adapt as necessary
- Act confidently
Managing Meeting Dynamics

Handling Challenging Situations

- What to do when people in the meeting haven’t developed good conversation skills
  - Monopolizing the conversation or not making their point
  - Not participating
  - It’s all about ME
  - Getting off topic
Managing Meeting Dynamics

Handling Challenging Situations:

Person who is monopolizing the conversation and not making their point

- Make them feel heard
- Help them make the connection
- Jump on a pause
- Paraphrase and ask for input from others
Managing Meeting Dynamics

Handling Challenging Situations:

Person who is sitting in the back or not participating

- Give everyone a chance to speak
- Recognize those who aren’t contributing
Managing Meeting Dynamics

Handling Challenging Situations:

“It’s all about ME”

- Make them feel heard
- Suggest taking the topic off line
Managing Meeting Dynamics

Wrap-up and Meeting Follow-up

- Restate agreements, decisions and assignments
- Schedule next meeting
- Secretary/Recorder to distribute notes
- Review meeting notes at next meeting
Managing Meeting Dynamics

Additional Thoughts

- If the group doesn’t know each other, provide name tags
- Serve refreshments
- End on a positive note
Questions or for more information about leading productive meetings, contact PEN at info@penfamilies.org

Thank you!
¡Gracias! 谢谢 Հարրավ নিজের