Efficient meetings

Activity: Efficient meetings

- **Short Description**: Students will receive different scenarios with different situations and purposes for which they need to prepare a meeting. They will need to put into practice the organisation of these meetings to answer the given challenges.
- **Methodology**: Learning by doing
- **Duration:** about 2-3 weeks
- **Difficulty (high - medium - low)**: Any, depending on the scenario
- **Individual / Team**: Individuals, beside students will have to involve others in the implementation of their scenario
- **Classroom / House**: In any place that is relevant for the meeting
- **What do we need to do this activity?** (Indicate what resources we need to be able to carry out the proposed activity)
  - **Hardware**: Computer
  - **Software:** Text editor to prepare agenda and minutes. Eventually, use of some application such as Doodle
  - **Other resources:** Paper and pen to take notes

Description

- **Text description**:

In this activity, students will organise a meeting, motivated by different situations that are presented in annex.

Based on the instructions received, they will need to set up a meeting using the tools of their choice, taking care about selecting participants, making sure that they can attend, and preparing an agenda. While choosing the participants, they should take care about explaining them their role in the meeting, expected participation and eventual preparation that they should do. Then, they will have to moderate this meeting, making the conversation move forward to achieve the purpose of the meeting and take decision. They should finally report the achievements reached.

Some scenarios are proposed in annex, but teachers can also elaborate their own, depending on other skills they might want to approach through this activity.

Teacher should assign several students with the same scenario, so to better compare the results.

Students can chose to involve other students from there class in their meeting, they will then have to explain them, through the agenda and preliminary documentation they will give to the participants, what is their respective roles and what is expected from them. They can also choose to involve other people from their choice.

The meeting can take place on site, in the place decided by the student or on a virtual mode. The student organising the meeting should take care of collecting some proof that his meeting actually took place, such as picture, signature of participants, etc.

- **Illustration**:

Instructions

1. STEP 1 – Students receive a scenario
2. STEP 2 – They will have about one week to prepare the meeting, set up participants list, agenda, fix the date and place

3. STEP 3 – During the next class, they should inform the teacher about the first steps done
4. STEP 4 – Then, students will use the second week to actually handle the meeting, with the people of their choice. They will chair it, moderate discussions, and take notes for the minutes.
5. STEP 5 – After the meeting take place, students should report it, and take care about follow-up actions
6. STEP 6 – Finally, students should report the experience in the classroom, including achievements and difficulties
7. STEP 7 – General feedback about performance and discussions on methods to organise efficient meetings.

Expected outcomes

- Students will raise awareness about a good preparation for a meeting
- They will practice moderation, as to achieve the exercise they need to make sure that participants to the meeting find a common agreement.
- They will have to defend a position
- They will need to work with teamwork, communication, empathy skills, but also planning and management.

This activity can be used in other (module, course, topic, lesson):

- **Module III, Business Pitch, Topic 4 Message Vs Audience, Lesson 2 Adapt your Speech to the Audience**
- **Module IV, Interpersonal Skills**

ENTRECOMP (Competences developed): Mobilizing others, Working with others, Planning and management

ANNEX:

Annex 1: Examples of scenarios

Scenario 1.
You will participate to an elevator pitch in which you will present your latest business idea: an innovative edible lipstick made 100% from recycled plastic bags collected from the sea. This is a unique opportunity for you to raise the 1million € you need to go further with your project. Also, you invite your closest collaborators to establish a strategy to raise funds thanks to this elevator pitch.

Scenario 2:
You are preparing a presentation for the next "Monumental Contest", where you will present a monument of your town as a candidate to become one of the seven world wonders. For this, you need to bring together a team that will help you to prepare your application. Among others, people that you will invite to your meeting should bring together the skills to enable you to be successful in your project. During the meeting, you should decide which monument you will present, how you will present it, and make a distribution of task and basic planning for the achievement of this goal.

Scenario 3:

You are responsible for the edition and publication of a review dedicated to creative and audio-visual works. You were recently accused of plagiarism for one of your publication, where you published a content produced by one of your artists collaborators. You need to prepare your defence.

Scenario 4:
This year, you always work with the same group of study, and until now, things were going well. However, you are worried about your future group activity. One of your members do not commit anymore to his work, and the rest of your team doesn't seem to notice. You already told them all several time, but nothing changes. You want to engage a formal discussion to solve this.

Scenario 5:
There is a small workshop for sales in your neighbourhood. The business transfer looks just fine, it suits to your needs and competences, and seems a profitable opportunity. But you have no money to make any offer. You need to bring together relevant people that could help you in this project.

What is the desired outcome?

Who is needed

Fix place and date

Prepare the agenda

Stick to timing

Monitor discussions

Reach agreement

Confirm everything

Report

Get feedback

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