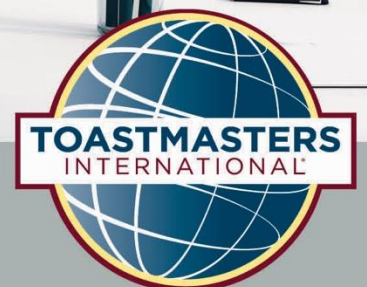


Club Officer Training:

Effective Meetings

Location of the material: <https://www.toastmasters.org/leadership-central/district-leader-tools/training/club-officer-training-materials>

11/01/2021





Effective Meetings

Introduction

The purpose of this session is to identify problems with meetings and use sound strategies for being a good contributor and facilitator of meetings.

Overview

First, club officers reflect on past meetings and share what didn't go well. Then, they review the seven shortcomings of meetings. Finally, they address each shortcoming by discussing best practices they can implement for future meetings.

In this session, facilitators discuss the following topics:

- What's Wrong with Meetings?
- Meeting Best Practices

Objectives

After completing this session, club officers will be able to do the following:

- Identify barriers and best practices to having effective meetings
- Develop strategies to conduct effective meetings

By meeting these objectives, club officers will be able to understand and perform their role as a meeting member and a meeting facilitator to support their peers.

Materials

- PowerPoint
- Session Workbook PDF

Time

- 60 minutes

Session Preparation

- Familiarize yourself with the pre-work for this session, where club officers will:
 - Complete Questions to Consider
 - These questions promote reflection on their experiences and add depth to the discussion in each Breakout Room Activity and the Whole Room Discussions.
 - Complete Club Officer Meetings Snapshot
- Review the entire Facilitator Guide.
 - You will find Notes to Facilitator throughout the guide which are informational and are not intended to be read aloud to participants. Use them to help formulate your talking points and identify your objectives.
 - This session may be delivered online through a video conference platform or in person. This guide contains tips and notes that you will need to apply to how the material will be delivered.
 - Throughout this guide, you will find highlighted yellow directions. These are callouts to what actions need to be taken when delivering this session online.
 - If you plan to conduct this session in person, some of the instructions or slides will no longer be applicable. Please review the materials carefully and update them to best suit the needs of your session format.
- Practice with your co-facilitator(s) to ensure smooth transitions throughout the session.
- Consider assigning a technical assistant to help with the logistics of the session and (breakout rooms, chat, technical issues, etc.) when delivering this session online.
- Review the instructions and materials for each Breakout Room Activity.
- There is a slide at the end of this session that gives five minutes for participants to fill out a survey. Consider creating a survey to gather feedback on your session or remove the slide.

Pre-Session

START the meeting 30 minutes ahead of time.

START sharing the slides.

NOTE TO FACILITATOR

The following slide should be updated to reflect who will be handling technical support.

SHOW the Pre-Session slide.



Effective Meetings

Pre-Session

Re-name Yourself in Zoom
(include your role)
Example: VPE Sandy Chen

For Technology Support
Chat with Zoom Master

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MONITOR Chat messages.

Introduction

(5 minutes)

NOTE TO FACILITATOR

Use this time to introduce yourself formally to the club officers. A good introduction sets the tone for the session and highlights your experience and credibility. This is an excellent time to share a story related to the topic from your background as a Toastmasters member and leader. You may wish to share a story about a challenge you faced when you were facilitating a meeting. Or you could share, “What I wish someone had told me about facilitating meetings when I started my year as a club officer.” Your goal is to connect them to the topic, to you, and to each other.

Throughout this session, it is essential to encourage club officers to use the pre-work insights and apply them to their current interactions.

The intent of this session is for club officers to look critically at meetings and how they can strategically plan meetings to contribute, facilitate, and lead more effective meetings as a team. When referring to meetings throughout the session, the focus is on club executive committee meetings and business meetings for the club, not a typical club meeting.

The following slide should be updated to reflect where this session falls in your training program.

SHOW the Session Title slide.

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Effective Meetings

Session #

Please “re-name” yourself to include
your role

(Example: VPE Sandy Chen)

Receive Session Workbook in chat

PRESENT

- Throughout the session, the meetings we will be referring to are club executive meetings and business meetings, not a typical club meeting.
- [insert your talking points here]

SEND session workbook to club officers in Chat.

SHOW the Agenda slide.



The slide features a light gray background with a vertical line separating the title from the agenda items. The title 'Effective Meetings' is in a large, bold, black font. The agenda items are listed in a smaller, black font.

Agenda

Effective Meetings

- What's Wrong with Meetings?
- Meeting Best Practices

SHOW the Objectives slide.

Objectives

Identify  Identify barriers and best practices to having effective meetings	Develop  Develop strategies to conduct effective meetings
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What's Wrong with Meetings?

(20 minutes)

NOTE TO FACILITATOR

Remind participants to open their pre-work so they can refer to their responses to questions. This will help guide their participation in the breakout room activity discussion.

The purpose of this section is to have participants brainstorm and discuss what makes a meeting ineffective.

PREPARE Breakout Rooms by randomly assigning a minimum of three and a maximum of four club officers to each room.

SHOW the Section Title slide.



PRESENT

- [insert your talking points here]

SHOW the Breakout Room Activity slide.

The slide features a white circular icon at the top center containing a computer monitor with three person icons on the screen. Below the icon is a horizontal line. The main title is centered in a large, bold, black font. The Toastmasters International logo is in the bottom left corner.

**Breakout Room Activity:
What's Wrong with Meetings?**

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PRESENT

- [insert your talking points here]



NOTE TO FACILITATOR

The following slide's purpose is to remind club officers about a few of the tools available to them in the virtual Breakout Rooms. You may need to adjust these according to the platform that you are using to deliver this material. Plan to spend less than one minute on the next slide.

Ideally, you would like to see a minimum of three and a maximum of four club officers per group for this activity. Adjust group sizes and speaking time for each spokesperson to keep your session within the schedule parameters.

SHOW the Breakout Room Tips slide.

Breakout Room Tips

- Click “Join Breakout Room” button 
- Use Zoom tools as needed (Share Screen, Annotate, Whiteboard)
- Assign a Timekeeper
- Watch for Broadcast and Chat messages
- Use “Ask For Help” button 

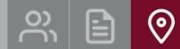
SHOW the Instructions slide.

What's Wrong with Meetings? Activity Instructions

- Join your team in a breakout room (automatic)
- Using your Session Workbook, brainstorm and list what makes a meeting ineffective. Then determine the impact of each item on your list.
- You will have 10 minutes

Start on page 2 in your Session Workbook

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PRESENT

- We will send a two-minute warning before the end of the activity.
- I will be available to answer questions or provide assistance.

OPEN Breakout Rooms for activity (3-4 club officers per room).

MONITOR requests for assistance from Breakout Rooms.

VISIT Breakout Rooms to offer assistance and guidance, as needed.

SEND Broadcast after 5 minutes has elapsed: You have 5 more minutes.

SEND Broadcast after 8 minutes has elapsed: In approximately 2 minutes, you will be asked to return to the main session room.

CLOSE Breakout Rooms after 10 minutes.

SHOW the Whole Room Debrief slide.

Whole Room Debrief



What was one thing you discussed as being ineffective during a meeting?

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DISCUSS club officer responses for 5-7 minutes.

SHOW the Present slide.

Seven Shortcomings of Meetings

- People don't take meetings seriously.
- Meetings are too long.
- People wander off the topic.
- Nothing happens once the meeting ends.
- People don't tell the truth.
- Critical decisions are postponed.
- People make the same mistakes and meetings never get better.

Adapted from: Fastcompany.com

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PRESENT

- [insert your talking points here]

SHOW the Review slide.

Review: What's Wrong with Meetings?



Be aware of the seven shortcomings of meetings

Strategically plan your meetings

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PRESENT

- [insert your talking points here]

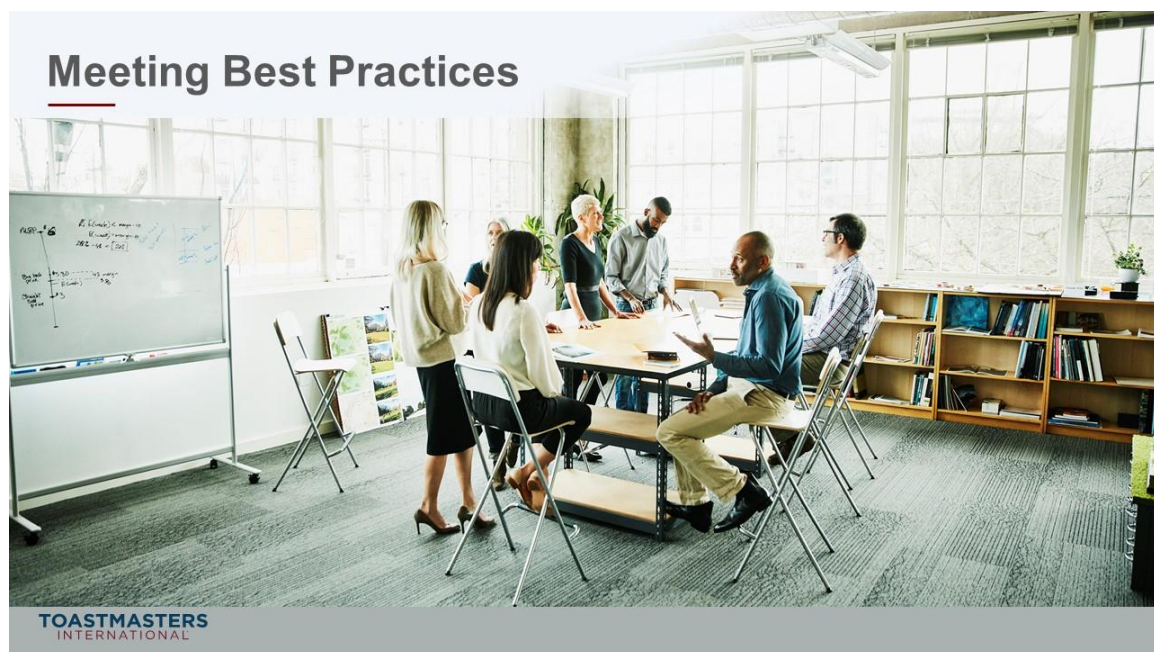
Meeting Best Practices

(25 minutes)

NOTE TO FACILITATOR

During this section, club officers will be assigned one of the seven shortcomings to discuss in a Breakout Room. The number of Breakout Rooms you need will depend on how many club officers you have in your session. For example, if you have more than 28 in attendance, you will need to assign the same shortcoming to more than one team. If you have fewer than 21 attendees, don't assign all seven shortcomings.

SHOW the Section Title slide.



PRESENT

- [insert your talking points here]

SHOW the Breakout Room Activity slide.



Breakout Room Activity: Meeting Best Practices



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NOTE TO FACILITATOR

The following slide's purpose is to remind club officers about a few of the tools available to them in the virtual Breakout Rooms. You may need to adjust these according to the platform that you are using to deliver this material. Plan to spend less than one minute on the next slide.

SHOW the Breakout Room Tips slide.

Breakout Room Tips

- Click “Join Breakout Room” button 
- Use Zoom tools as needed (Share Screen, Annotate, Whiteboard)
- Assign a Timekeeper
- Watch for Broadcast and Chat messages
- Use “Ask For Help” button 

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SHOW the Activity Instructions slide.

Meeting Best Practices Activity Instructions

- Join your team in a breakout room (automatic)
- Using your Session Workbook and the information from “Seven Shortcomings of Meetings”, brainstorm best practices for addressing your assigned shortcoming. Then complete the questions to consider.
- You will have 15 minutes

Start on page 3 in your Session Workbook

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PRESENT

- We will send a two-minute warning before the end of the activity.
- I will be available to answer questions or provide assistance.

OPEN Breakout Rooms for activity.

MONITOR requests for assistance from Breakout Rooms.

VISIT Breakout Rooms to offer assistance and guidance, as needed.

SEND Broadcast after 10 minutes has elapsed: You have 5 more minutes.

SEND Broadcast after 13 minutes has elapsed: In approximately 2 minutes, you will be asked to return to the main session room.

CLOSE Breakout Rooms after 15 minutes.

SHOW the Whole Room Debrief slide.

Whole Room Debrief



What was your top best practice you discussed to address your shortcoming?

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DISCUSS club officer responses for 6 minutes.

SHOW the Review slide.

Review: Meeting Best Practices



Design meetings with best practices in mind

Continue to reflect on ways to make your meetings more effective and implement changes

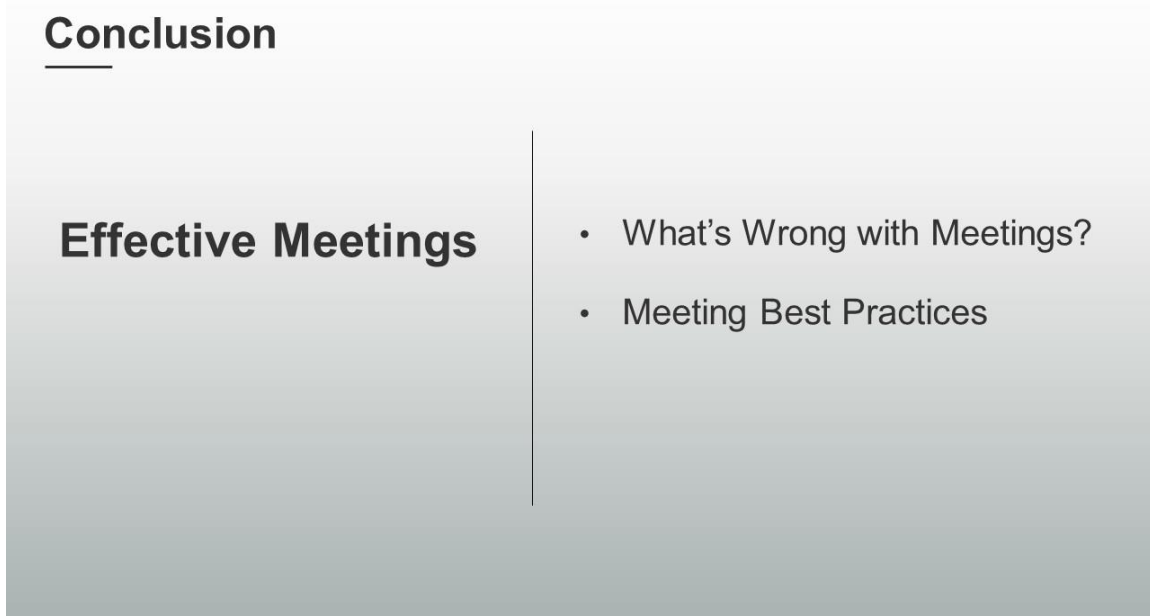
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PRESENT

- [insert your talking points here]

Conclusion (10 minutes)

SHOW the Conclusion slide.

A presentation slide with a light gray background. At the top left, the word "Conclusion" is written in bold black font and underlined. Below it, on the left side, is the title "Effective Meetings" in a larger bold black font. To the right of this title, separated by a vertical line, is a bulleted list with two items: "What's Wrong with Meetings?" and "Meeting Best Practices".

Conclusion


Effective Meetings

- What's Wrong with Meetings?
- Meeting Best Practices

PRESENT

- There are additional resources available to you in your Session Workbook on page 5.

SHOW the Chat slide.



CHAT

Share one insight from this session that you will apply during your next meeting

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MONITOR Chat responses.


DISCUSS responses for up to two minutes.

NOTE TO FACILITATOR

The following two slides should be edited to fit your requirements.

SHOW the Assessment slide.

Session Assessment



Complete Assessment

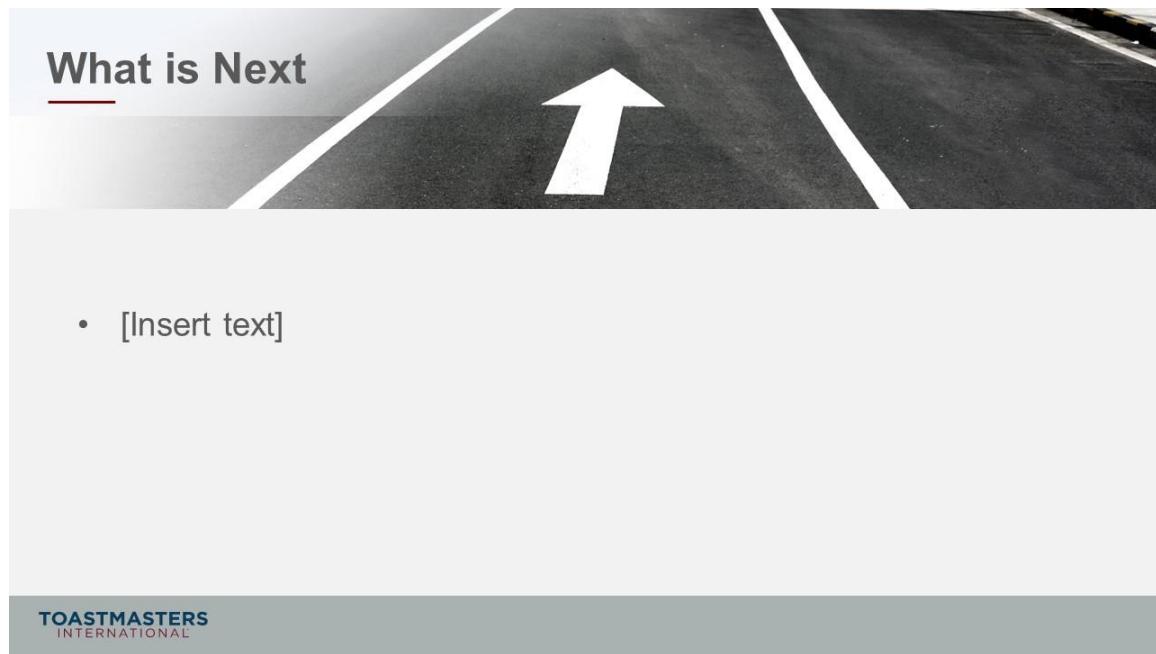
Go to link in Chat

You have 5 minutes

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SEND Chat to Everyone: [insert link to assessment]

SHOW the What is Next slide.



PRESENT

- [insert your talking points here]