Meetings and Facilitation
Why have meetings?
Before the Meeting
Things to do

(1)

* Set your time and location
* Advertise   Remind people
* Write and print the agenda
Things to do (2)

- Gather needed materials
- Choose roles
- Check in with people about items on the agenda
During the Meeting
Note-Taker

- Writes down the most important discussion points
- Writes down decisions made during the meeting
- Makes sure that all next steps are written down clearly in the notes
- Shares notes with everyone afterwards
Scribe

* Writes on a large piece of paper, whiteboard or blackboard during the meeting so everyone can see

* This is helpful for activities like brainstorming
Time-Keeper

- Keeps track of how much time is taken to discuss each topic
- Lets the group know when to move on from a specific topic
Facilitator

✿ Introduces important topics to discuss

✿ Keeps meeting on track
   Makes sure everyone participates

✿ Makes sure people are getting along

✿ Makes sure next steps are clear
After the Meeting
After the Meeting

- Check in to see how well the meeting went for people (evaluation)
- Send out notes
- Say thank you to people who played roles or shared good ideas
- Remind people about things to do after the meeting
Scenarios
Scenario 1

A new member joins your group and is very excited to participate. However, they’ve said bad things about people with intellectual disabilities. How do you change the conversation to something more positive?
Scenario 2

You keep having great meetings where people are sharing lots of great ideas, but they aren’t following through with their plans. How do you get these people to follow through, either during or after the meeting?
Scenario 3

You have a lot of enthusiastic non-disabled people involved in your project. You’re glad they’re involved, but it feels as though people with disabilities are participating less in your discussions and planning. How do you make sure things are fairer to people with disabilities?
Scenario 4

You’re coming up with a new action plan for your group. Some people think one idea is better than the other. Another group of people prefers the other idea. How do you try to find agreement?
Debriefing