

THE Change Agents of choice for progressive-thinking unions!



THE LABOUR LEADERSHIP TEAM



Janet Stewart
Professional Catalyst

In a nutshell, she is invited into unions to help them create fundamental and systemic change so that they can prosper in a continuously changing economy.

She doesn't go in and "tell anyone what to do", but rather she works "with" the Members to help them figure out what they need to do to and respond to the changes in their industries - she acts as the "catalyst" who gets things going and causes change to happen!

Meetings that work!

Some communication rules and a bit of common sense

Meetings are a great opportunity to share ideas, concerns and challenges. Unfortunately meetings are often seen as a "waste of time."

In addition, I have witnessed many meetings where the facilitator did all

of the talking. The communication was ONE-way.

The role of the meeting leader is to encourage and facilitate relevant conversations.

Here are some things to consider:

How *not* to do it

1. Meeting starts or finishes late
2. Key people are missing, or unprepared
3. Conversations get off-track
4. Certain people monopolize the conversations
5. Meeting lacks direction/focus
6. There is no agenda
7. The meeting room is too small/large, or not equipped with what is needed (white board, screen/projector)
8. There are no minutes or action plans created for follow-up

For more tips, visit www.LabourLeadership.com
or call us at 1-877-290-5003

**For help moving
YOUR union
toward a
successful future
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"have a chat"**

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Life support for the Labour Movement!

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Tips to help you facilitate

Effective face-to-face or online meetings

Before the meeting

Prepare an agenda, including realistic times for each topic. Distribute the agenda well before meeting to give attendees time to prepare their input and ideas.

Invite the stakeholders, those who have the right knowledge or decision-making ability. Contact them before the meeting to see if they need help getting prepared.

Select the best method, such as brainstorming, discussion, mind mapping to accomplish objectives.

Reserve the room, and make sure equipment, internet, etc. are ready to go before the meeting.

Create a meeting supply kit: Include flip chart/white board markers, masking tape, a clock or timer, Post-it notes, candy, etc. Use a shoebox, or other container for storage/transport.

During the meeting

Start: Always begin on time!

Warm-up activity: Find something relevant to your topic.

Clarify the purpose and objectives of the meeting.



Keep your meeting on track by following an agenda

Agenda: Review the agenda with the attendees of the meeting.

Review the ground rules, the guidelines for decision making (before the team is faced with a decision).

Clarify roles: Make clear roles of the facilitator, minutes-taker, scribe (for white board) and timekeeper.

Establish an ideas “parking lot” to capture ideas that are off topic, but good for later discussion.

Focus: Keep the group on track. Cover one agenda item at a time. Open and close each topic. Check decisions for agreement.

Behaviour: Manage the behaviours of the meeting attendees.

Flip Charts, use them to capture brainstorming, problem-solving ideas.

Timer: Use timer on watch or

phone to help keep group on time.

Draft the next agenda, and assign the roles for the next meeting.

Evaluate the meeting. Thank everyone, and close the meeting.

Finish: Always end on time!

After the meeting

Distribute meeting minutes or action register within 48 hours of the meeting’s conclusion.

File the agenda and other meeting documents.

Follow-up with the other meeting attendees regarding their action items.

Plan ahead: Teams should establish a regular meeting schedule.

Assess: Reflect on you own facilitation skills and plan for improvement.

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