




PASADENA EDUCATION NETWORK
Promoting family participation in public education

LEADING AN EFFECTIVE MEETING

**PARENTS AS LEADERS
MARCH 6, 2010**

- 
- Movie or TV title, or a phrase, that describes the last meeting you attended

Why Meetings Fail

- Not enough or no pre-planning
 - ▣ Not clear about the goal or purpose
 - Give information
 - Get input
 - Make a decision
 - ▣ Not clear about who decides

What to do about it - Pre-Planning

- Create an effective agenda
- Who needs to attend the meeting
- When does the meeting need to take place
 - ▣ Survey those who should attend
 - ▣ www.doodle.com
 - ▣ Alternate time and date

Different People Come for Different Reasons

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

Build in Social Time



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

Create An Agenda

- State goal and purpose of meeting
 - ▣ Can be in a question format
 - ▣ Need start & end times, and estimated time for each topic
- Who will lead meeting
- Who will record meeting notes
- Leading the conversation

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

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


Handling Challenging Situations

- What to do when people in the meeting haven't developed good conversation skills
 - ▣ Monopolizing the conversation
 - ▣ Not participating
 - ▣ It's all about ME
 - ▣ Getting off topic

Person who is monopolizing the conversation or not making their point

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

Person is sitting in the back and not participating



- Give everyone a chance to speak
- Recognize those who aren't contributing

It's All About Me




- Make them feel heard
- Suggest taking the topic off line

Getting Off Topic



- Parking Lot
- Respect for others
- Finishing the meeting on time

Additional Thoughts



- If the group doesn't know each other, provide name tags
- Serve refreshments
- End on a positive note