Lesson 1 – Leading Meetings (Anticipatory Set)

Objective: Given a group of people with a common purpose, present the strategies for leading a meeting so that the objectives of the meeting are accomplished.

CONTENT	ACTIVITIES (Delivery)
	Hi, my name is Kent Vensland and I am a senior in the Occupational and Technical Studies program with a Training Specialist Emphasis. I am a certified Project Manager and I have a consulting business in which I teach safety and hands on technical courses.
Intro: State the performance objective	Let me tell you why we are here. I'm going to explain how when "Given a group of people, with a common purpose," you can "use certain strategies for leading a meeting so that the objectives of the meeting are accomplished."
Check for understanding	Has anyone ever been in a business meeting, a conference or a symposium? This is a meeting that we are in right now. Do you think there are rules for conduct? Do you think there are rules for who should attend? There are rules for conduct and attendance in business meetings as well.

Explain WHY?	I wanted to do this presentation because I have been in more meetings than I can count and very few of them were actually productive. There are specific strategies for meetings to make them productive, and I want to give you those strategies. So that you will be able to hold productive meetings. We participate in meetings all the time. A meeting could be a 2 person meeting between you and your roommate or it could be a symposium with several thousand people in attendance.
Check for prior knowledge	Has anyone ever used SKYPE or WebEx to speak to other people? Skype and WebEx are common tools used in industry for meetings so that remote members can attend. Have you ever participated in a group project?
Content: Instructions to instructor	**Explain** Go to www.polleverywhere.com and login as xxx@odu.edu with password xxxx. Select "What do you think is the most important part

	of a meeting?" poll. Select full screen and display the screen on the projector.
Ask question.	**What is the most important part of a meeting?** Is it the **planning**? The **purpose**? The **payoff** or results? **Pondering** or thinking about the meeting? The **Process** of coming up with a solution? The **people** in the meeting? Or the **pitfalls** or things that make meetings go sideways?
Get cell phones or computers out	**Activity** Ask students to get their cell phones or computers out
Text "KENTVENSLAND821" or go to website	Have them text the phrase on the screen/whiteboard to 22333 to join the poll or go to **PollEv.com/kentvensland821**.
Select an answer	Ask the students to text the letter of their answer. A for Planning, B for purpose, C for Payoff, D for Pondering, E for Process, F for People, G for Pitfalls to 22333

Review results	Review the results after 1 minute. Then let the students know that all of these items are the "most important" parts of a meeting.

Summary: Most if not everyone of you responded to my poll with one of the most important parts of a meeting.

Evaluation: putting cell phones away

Conclusion: Keep thinking about what is important in a productive meetin. In my follow on lessons we will talk about all of the parts of a meeting, the theories behind small group communication (theory), and how to run an effective meeting (skill).

Reference: http://www.socialmediatoday.com/content/most-important-part-productive-meeting

Training Aids/Notes: Before lesson starts

1. Write on the whiteboard "22333" & "KENTVENSLAND821"

2. Write on the whiteboard "PollEv.com/kentvensland821"

3. Login to www.polleverywhere.com and have the poll "What do you think is the most important part of a meeting?" ready to show on the projector display. Make sure poll is active by selecting the full screen option.