

Module 3: Operational Framework

Lesson 3.5



Contribute to Formal Meetings
with Mission Stakeholders



Learning Outcomes

- Planning considerations for the conduct of formal meetings
- Understand the flow of a meeting and how to actively participate



Lesson Content

- Types of meetings
- Sequence of a meeting



Meeting Definition

- A meeting is defined as the act or process or an instance of coming together, an encounter, or an assembly or gathering of people, for a business, social, or religious purposes
- Meetings can be formal or informal



What do you think are the similarities and differences between a Formal Meeting and an Informal Meeting?

Similarities:

- Require introductions where appropriate
- Require note-taking

Differences:

- Informal is less structured than formal
- Informal may not be planned in advance
- Formal requires planning



Planning and Conducting Meetings

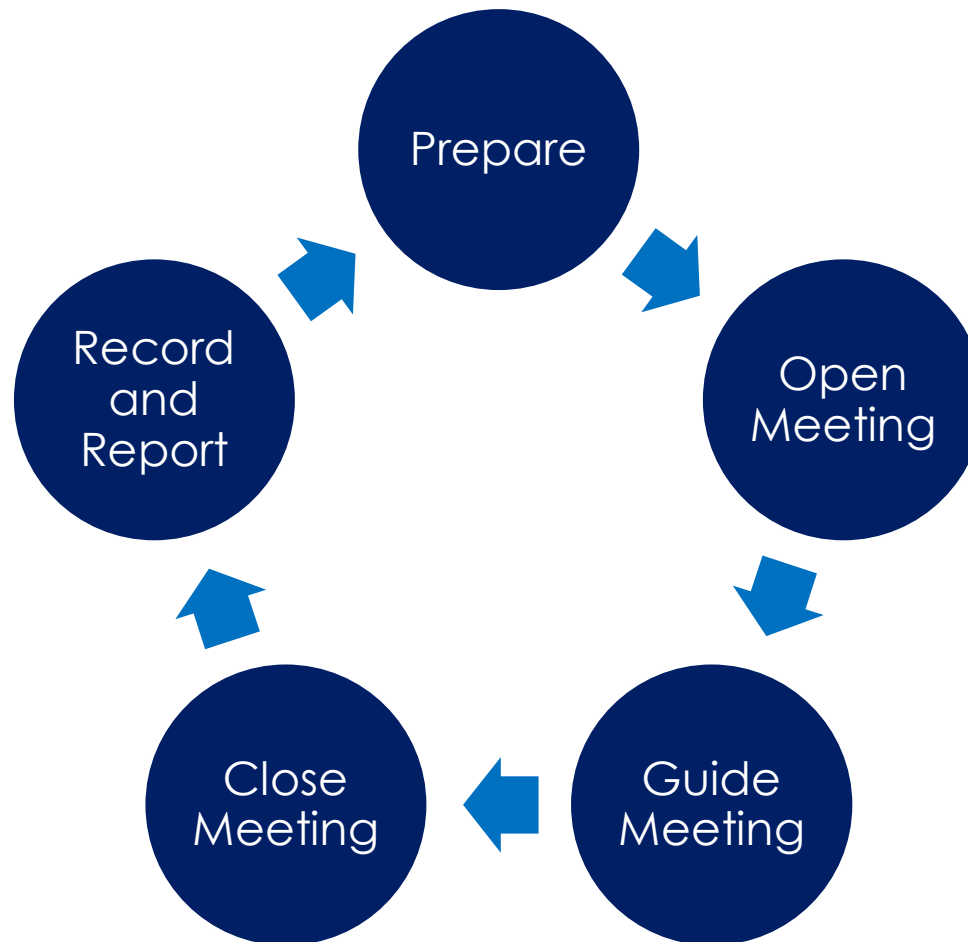
What are some considerations for location?

- Neutral location
- Accessible to all
- Sized appropriately
- Security



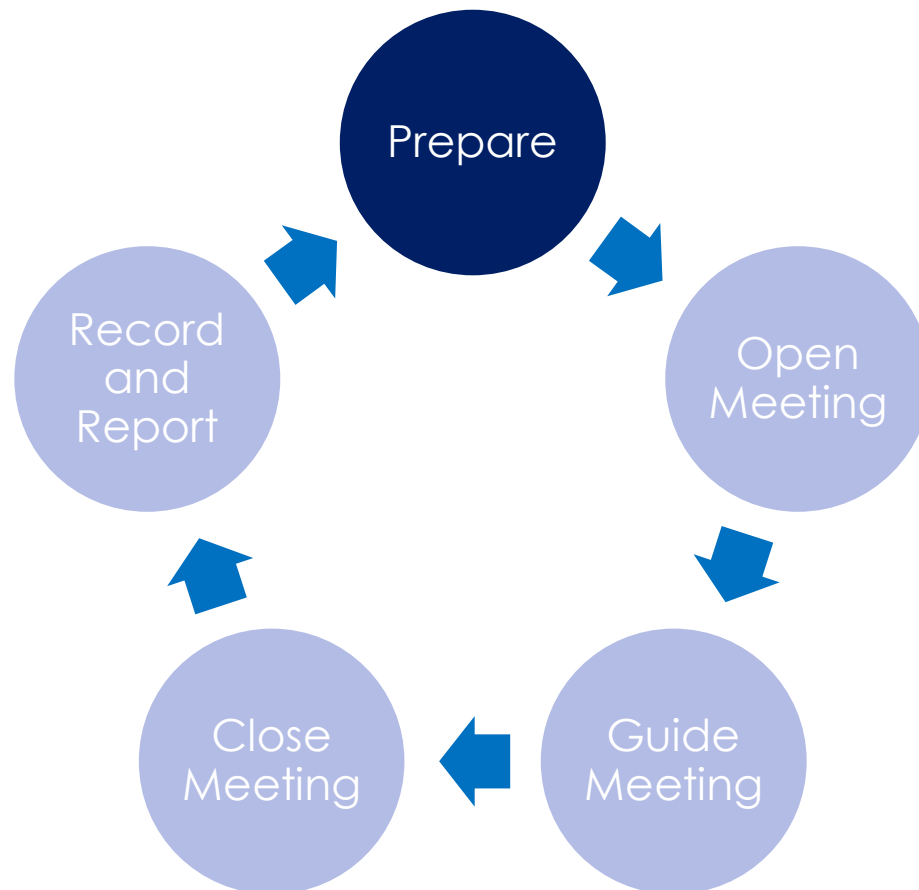


Sequence of a Meeting





Prepare





Prepare

Planning Considerations	
Who	Who should be invited?
What	Mission goals – purpose of the meeting
Where	Where should it take place? Neutral, accessible space
When	What day of the week / time of day is the best?
Why	Topic / reason for the meeting? Desired outcomes?
How	Formal / informal? Cultural considerations? Security?



Prepare

Meeting Attendees

Role:	Actions:
▪ Chairperson	<ul style="list-style-type: none">▪ Welcome▪ Control the meeting▪ Summarise▪ Close out
▪ Attendees	<ul style="list-style-type: none">▪ Keep an open mind▪ Actively participate▪ Take any required action after
▪ Note-taker	<ul style="list-style-type: none">▪ Use agenda as starting point▪ Include time, date, location▪ Note action items▪ Note next meeting arrangements



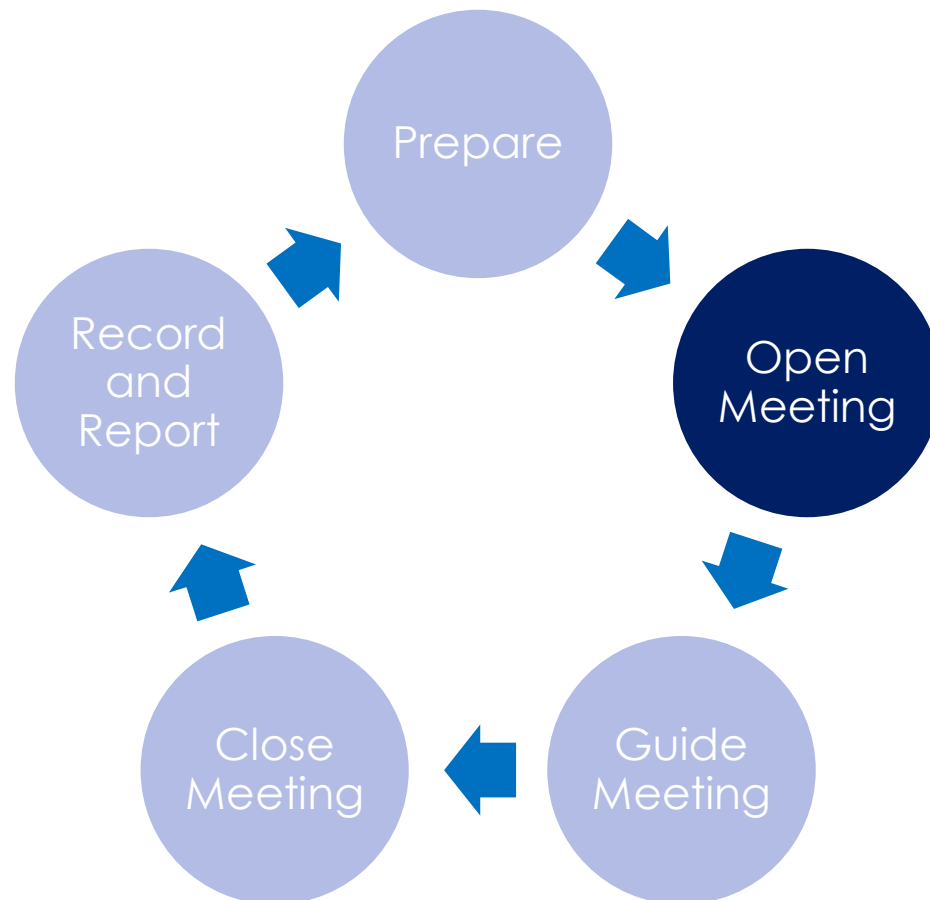
Prepare

What is in an Agenda:

- Review of last meeting if applicable
- Topics to discuss
- Time allocated to each topic
- Is this an information exchange or solution focused?
- Review and assign action items (if appropriate and required)



Open Meeting





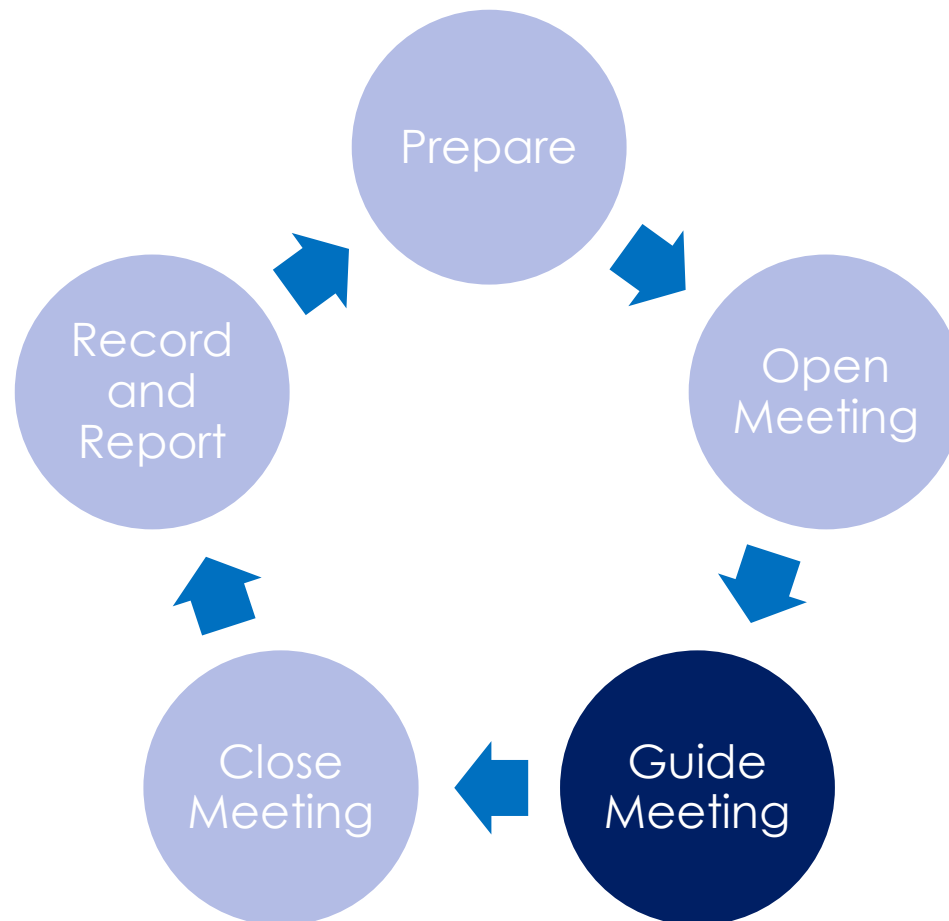
Open Meeting

At the start of the meeting:

- Establish connection
- Ensure everyone is introduced
- Follow local customs
- Define the purpose of the meeting
- Introduce the agenda



Guide Meeting





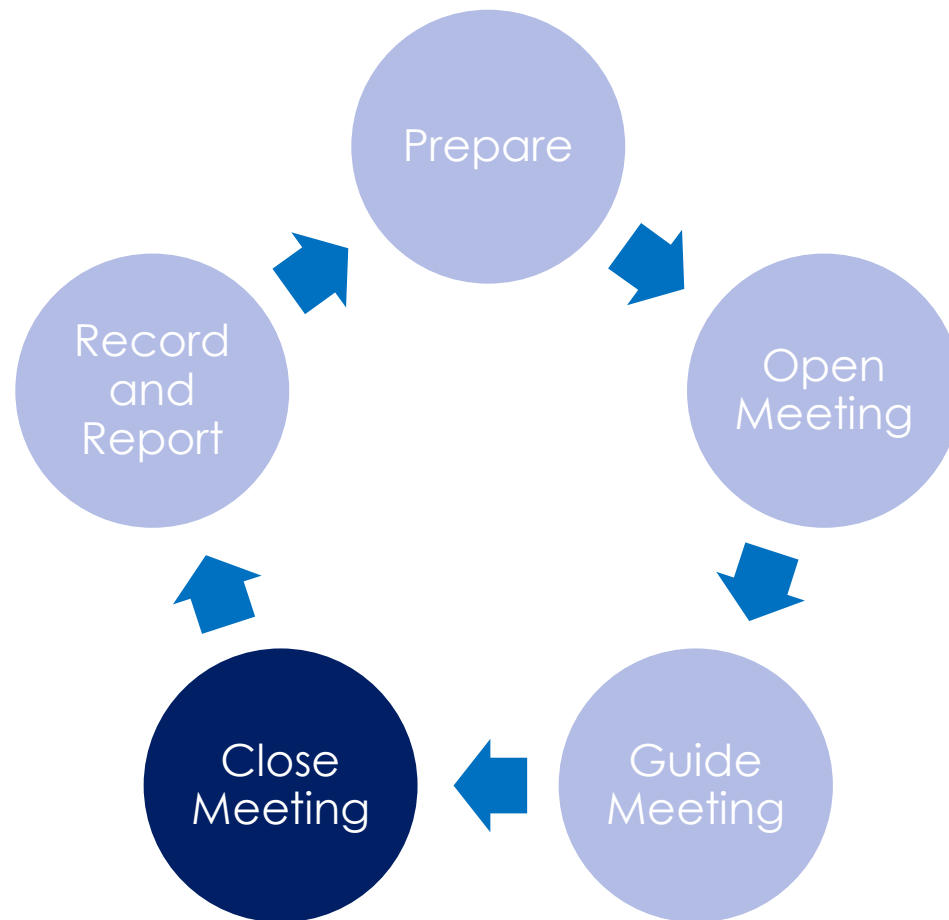
Guide Meeting

Guiding the Meeting:

- Listen actively
- Use open ended questions
- Do not make promises
- Address all items on the agenda
- Restate questions when necessary
- Know how to end early if needed



Close Meeting





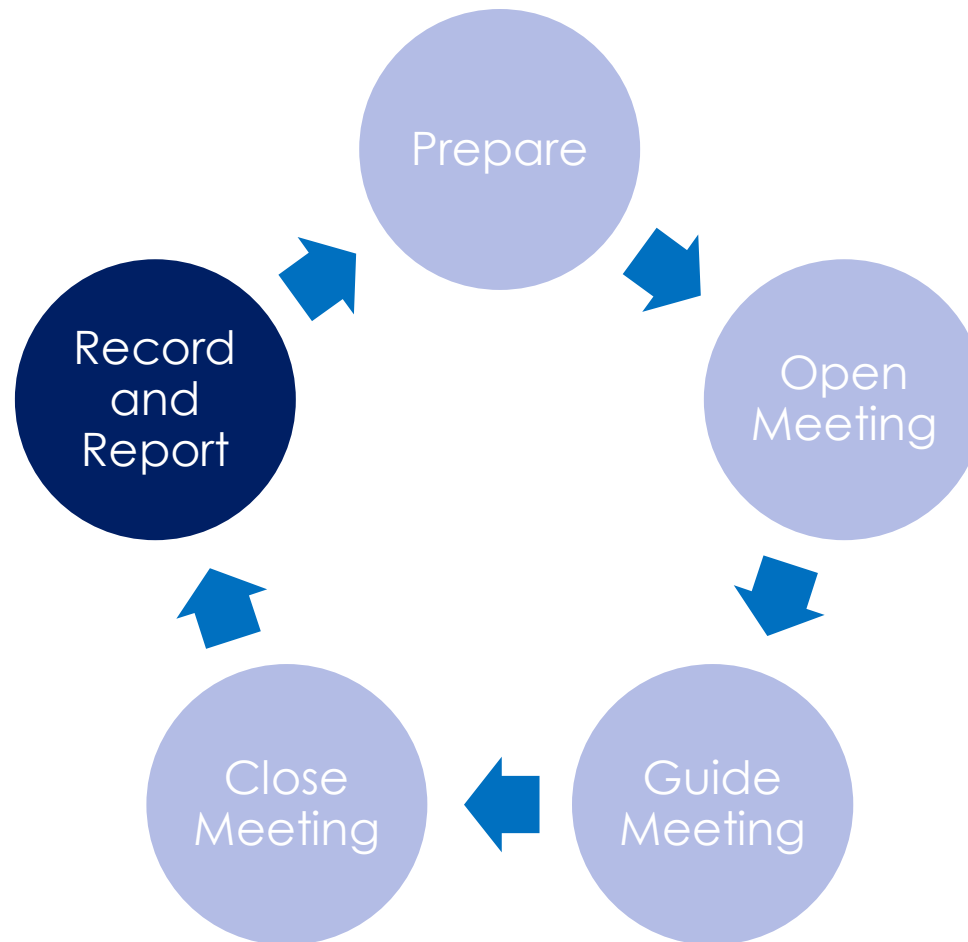
Close
Meeting

Closing the Meeting:

- Be positive and summarize
- Assign action items
- Plan for the next meeting if required



Record and Report





Record
and
Report

After the Meeting:

- File reports with Chain of Command
- Conduct a team debrief
- Share minutes of the meeting
- Follow-up and plan for the next meeting (if required)

Prepare



Take Away

- Understand the objective of the meeting
- Actively participate throughout the meeting
- Complete all required reports
- Do not make promises



QUESTIONS?