

How to Run a Meeting

Facilitation for Power-Building

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NETWORK Advocates Training

Today's Goals

- ☀ Effective Meetings
- ☀ Facilitation Approaches
- ☀ Facilitation Toolbox

Meetings



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Raise your hand if...

- ☀️ You have ever shown up to a meeting just because you will feel guilty if you don't.
- ☀️ You've been to a meeting where things feel disorganized and conversations go in circles.
- ☀️ After a meeting, attendees gossip about what just happened.
- ☀️ You've been to months and months of meetings, and it always feels like nothing gets done.

Meetings & Small Groups



☀ What makes for a good conversation?

Meetings & Small Groups

- ☀ Everyone participates
- ☀ Respect
- ☀ Deep listening
- ☀ New understanding that leads to new actions
- ☀ Decisions/commitments honored



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FYI: Relevant Handbook Sections



NETWORK ADVOCATES HANDBOOK

NETWORK
ADVOCATES FOR JUSTICE, INSPIRED BY CATHOLIC SISTERS

☀️ **Organizing: The Basics**

- Effective Meetings

☀️ **Organizing: Next Steps**

- Introduction to Contemplative Dialogue
- Approaches to Facilitation
- Building Consensus
- Other Tools for Facilitation

Why Meetings?

- ☀ Good meetings build power
- ☀ Bad meetings lose power

How to Have a Good Meeting

Start with a good reason to have a meeting:

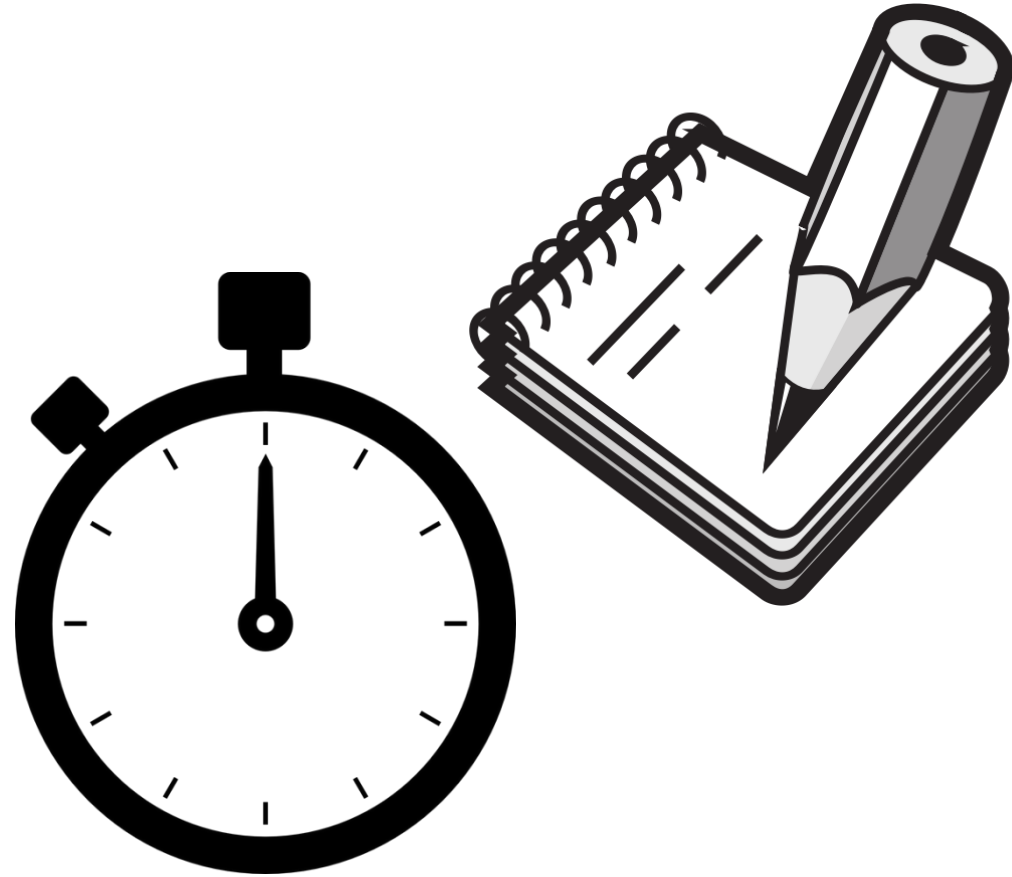
- ☀ To plan an action.
- ☀ To do an action.
- ☀ To evaluate an action.
- ☀ (To learn and build relationships.)

Components of a Good Meeting

- ☀ Self-preparation
- ☀ Pre-meeting with Key Leaders
- ☀ Agenda
- ☀ Next Steps/Commitment
- ☀ Evaluation/Debrief

Meeting Roles

- ☀ Facilitator
- ☀ Timekeeper
- ☀ Note-Taker
- ☀ Evaluator



Evaluation

Four Key Parts

- ☀ Feelings
- ☀ Performance
- ☀ Tension
- ☀ Political/theological education

Facilitation

Goal: “to make it easy for people with shared intentions to be around each other and move towards their vision and values

Good facilitation makes it “as easy as possible for groups of people to do the hard work of dreaming, planning, visioning, and organizing together”

-adrienne maree brown

Basic Principles of Facilitation

- ☀️ You are the servant of the group, the steward of the process.
- ☀️ Plan ahead and work outside of the meeting.
- ☀️ Help each person feel heard.
- ☀️ Work with all of what's in the room.
- ☀️ Listen for common ground and reflect it back to the group as often as necessary.

Emergent Strategy Principles

from the work of adrienne maree brown

- ☀ Small is good. Small is all.
- ☀ There is always enough time for the right work.
- ☀ There is a conversation in the room that only these people at this moment can have. Find it.
- ☀ Never a failure. Always a lesson.
- ☀ Trust the People.
 - If you trust the people, they become trustworthy and/or the necessary boundaries become clear.
- ☀ Move at the speed of trust. Build resilience by building relationships.

Emergent Strategy Principles

from the work of adrienne maree brown

- ☀️ Less prep, more presence.
- ☀️ What you pay attention to grows.
- ☀️ Begin by listening.
- ☀️ Transform yourself to transform the world.
- ☀️ Name what is. Make more possible.
- ☀️ Release perfection.
- ☀️ Create a culture of celebration. Pivot toward pleasure.
- ☀️ Invitation goes further than manipulation.

Facilitation Models

- ☀ Mutual Invitation
- ☀ Circle Process
- ☀ Consensus
- ☀ Brainstorming
- ☀ Visual Feedback



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Facilitation Toolbox

☀ Agreements/Permissions

☀ Parking Lot

☀ Redirect

☀ Fist to Five

☀ Colored Cards

☀ Call for Consensus

☀ Contemplative Dialogue

☀ Dot-Mocracy

☀ Brainstorming



Potential Challenges

- ☀ **The Over-Talker** – dominates the conversation, has all the answers
- ☀ **The Under-Talker** – quiet, offers little to the discussion
- ☀ **The Squirrel** – strays off topic or down a rabbit hole
- ☀ **The Philosopher** – makes abstract observations from 10,000 feet
- ☀ **The Disrupter** – hijacks the session to give negative feedback or push an agenda

Practice: Moving Toward Consensus

Scenario

- ☀ Some members of your Advocates Team want to host an event in the community to educate their neighbors about Title 42 and the lack of an accessible asylum process at the Southern border. Other members of your team are hesitant, wanting to focus their energies elsewhere. How would you facilitate that conversation toward consensus?

Practice: Moving Toward Consensus

Debrief

Facilitator

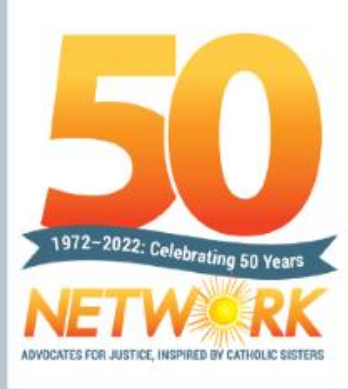
- What was this experience like for you?
- What did you find most challenging?

Everyone

- What did you notice that the facilitator did well?
- What suggestions do you have?
- What is one thing you learned that you think will be helpful with your team?

Evaluation

- ☀ What are you feeling?
- ☀ What did the presenters do well?
- ☀ What could we have done better?
- ☀ What moments of tension did you experience?
- ☀ Summary statement



Questions?

Thank you!

