"LEADING YOUTH TO LEAD"

A GUIDE FOR FACILITATING YOUTH FACILITATION

Rule #1: Let them do it!

Rule #2: Give them the tools to do it.

Rule #3: Cheer them on.

ADULT ALLY ACTIVITY GUIDE

The attached set of handouts is designed to help you help the youth you work with lead meetings.

On the two sides of this page you will find suggestions on how to introduce the handouts to the youth and activities you can do to make the materials come alive for them:

✪ Handout #1: **5 ESSENTIAL MEETING FACILITATION TIPS**

★ The best way to introduce the meeting facilitation tips is to MODEL them!

★ Before you start the actual training, welcome everyone and do a Check-In so they can see how it works.

★ Give youth an agenda for the training. Let them know that over the next hours (or sessions) they will be receiving training on how to run meetings so they can **GET THINGS DONE!**

✪ Handout #2: **SAMPLE AGENDA**

★ You can use the agenda for the training as an example or refer them to the sample agenda handout. Point out that the first items on the agenda were a **Welcome and Check-In**.

★ Quickly review the rest of agenda, pointing out the various elements including the agenda items, facilitator, and time allotment.

★ Explain that it is the role of the Facilitator(s) to create the agenda either before the meeting or with the participants as the first order of business at the meeting.

✪ Handouts #3, 4, and 6: **SAMPLE AGENDA WITH NOTES, MEETING ROLES "DOS AND DON'TS"** and **ACTION ITEMS SAMPLE**

★ You can use the **SAMPLE AGENDA WITH NOTES** handout when you cover **MEETING ROLES "DOS AND DON'TS"** to do a walk-though role play, allowing youth to play the parts of Maria and Jordan (Facilitators), *Scribe*, Timekeeper, **Notetaker** and meeting participants.

★ *ACTIVITY:* Put on a mock meeting where everything goes perfectly, and then switch roles and hold a mock meeting where people are not doing their roles properly. Allow time for youth to discuss what people are doing right and what they are doing wrong.

- ★ *ACTIVITY:* This is also a good place to cover TAKING CHARGE. In your mock meeting, designate one participant to talk out of turn, one to talk off topic, one to disrespect other people's viewpoints, and let the facilitator practice bringing people back into line.

- ★ When you are putting on your mock meeting, have the *Scribe* use the ACTION ITEMS SAMPLE template.

- ✪ Handout #4: SAMPLE CHECK-IN QUESTIONS
  - ★ *ACTIVITY:* Take some time for youth to **brainstorm** additional check in questions and why some questions might be better than others.

- ✪ Handout #5: ESTABLISH MEETING RULES
  - ★ *ACTIVITY:* Give the youth a chance to **brainstorm** what the meeting rules should be and try out the voting process.
  - ★ **Reflection:** Allow time for students to debrief after the rules have been created to discuss the pros and cons of this process.

Handout #1:

5 ESSENTIAL MEETING FACILITATION TIPS

Maybe you've just been put in charge of planning a dance for the entire school. Maybe you are responsible for planning next semester's after school program activities. Or perhaps you are the lead for a fundraising bake-sale. Whatever it is you are planning, you have to hold a meeting with everyone who will be helping out. DON'T PANIC! Here are 5 tips to help you make sure the meeting runs smoothly.

★ **MAKE AN AGENDA:**
- ✪ Facilitator(s) should plan the agenda in advance or spend the first few minutes of the meeting brainstorming meeting topics with the group
- ✪ Write the agenda up so that everyone can see it
- ✪ Write down the reason that you are meeting (goal) and what you hope to accomplish (objectives)
- ✪ Assign times and names to each agenda item
- ✪ Review the agenda with everyone at the meeting
- ✪ Start with a check in question to get everyone ready for the meeting

★ **ESTABLISH MEETING RULES:** (Post these up so everyone can see them!)
- ✪ See Handout #6 for suggestions on creating meeting rules

★ **ASSIGN ROLES:**
- ✪ **Note-taker** (writes down the main points of the meeting on a piece of paper)
- ✪ Timekeeper (makes sure that everyone sticks to their time)
- ✪ Scribe (writes down any important points on the board)

★ **CREATE "ACTION ITEMS":**
- ✪ Before ending the meeting, make sure everyone knows what they need to do before the next meeting
- ✪ Check in on the Action Items at the beginning of the next meeting

★ **TAKE CHARGE:**
- ✪ You are the leader of this meeting. If someone is not paying attention, interrupting, or talking about something that is not on the agenda, it is your responsibility to bring the meeting to order.
- ✪ If someone has an issue that is not on the agenda, write it down and explain that it will be discussed at the next meeting
- ✪ Give all participants a chance to facilitate future meetings or parts of each meeting

Handout #2: **SAMPLE AGENDA**

What: Dance Party Planning Meeting
When: Tuesday, April 6th, 1-2pm
Where: Library
Who: Planning Committee

Goal: The goal of this meeting is to start planning the end of the year dance party.

Objective: By the end of the meeting the group will have made a to-do list and decided who will be helping out with what.

1) **Welcome everyone!**

2) 1-1:10pm **Check-in Question**: Why do you want to help organize the Dance Party? Led by Maria.

3) 1:10-1:25pm **What will the theme of the party be? brainstorm** led by Jordan.

4) 1:25-1:40pm **What needs to be done? brainstorm** led by Maria.

5) 1:40-1:55pm **Who will be in charge of each activity?** Led by Jordan.

6) 1:55-2pm **Next Meeting!** Led by Maria.

Handout #3: SAMPLE AGENDA *(with notes)*
What: Dance Party Planning Meeting
When: Tuesday, April 6th, 1-2pm
Where: Library
Who: Planning Committee

Goal: The goal of this meeting is to start planning the end of the year dance party.
Objective: By the end of the meeting the group will have made a to-do list and decided who will be helping out with what.

1) **Welcome everyone!**

2) **Check-in Question: Why do you want to help organize the Dance Party? Led by Maria. 10 minutes**
   What does this part of the meeting look like?
   - ★ *Each person has a chance to say their name and share why they want to help.*

3) **What will the theme of the party be? Brainstorm led by Jordan. 15 minutes.**
   What does this part of the meeting look like?
   - ★ *People in the meeting will share their ideas of what the theme of the party should be.*
   - ★ *The scribe will write all of the ideas down on a big piece of paper or the board. You will decide later which things are most important. Right now, <u>just listen to everyone's ideas.</u>*
   - ★ *The notetaker should take notes.*
   - ★ *Jordan will read the list of ideas and ask people in the meeting to raise their hand and vote for their favorite. The idea that gets the most votes wins!*
   - ★ *The timekeeper makes sure that the brainstorm ends after 10 minutes and that the vote only lasts 5 minutes.*

4) **What needs to be done? Brainstorm led by Maria. 15 minutes**
   What does this part of the meeting look like?
   - ★ *People in the meeting will share their ideas of what needs to get done for the party to happen, for example, someone needs to make posters, someone else needs to hire a DJ, someone else needs to buy snacks.*
   - ★ *The scribe will write all of the ideas down on a big piece of paper or the board.*
   - ★ *The notetaker should take notes.*
   - ★ *The timekeeper makes sure that the brainstorm ends after 15 minutes*

5) **Who will be in charge of each activity? Led by Jordan. 15 minutes**
   What does this part of the meeting look like?
   - ★ *Jordan will go through the list of things to do*
   - ★ *People can raise their hand if they want to help out with that activity*
   - ★ *The list will be put into the Action Plan by the Scribe*
   - ★ *The notetaker should take notes*

6) **Next Meeting! Led by Maria. 5 minutes.**
   What does this part of the meeting look like?
   - ★ *Tell the date and time of the next meeting.*

Handout #4: **ACTION ITEMS SAMPLE**

ACTION ITEM	WHO?	BY WHEN?
Create Posters for Party	Andrea and Jason	April 22
Buy Snacks for Party	Linda and Mark	April 30
Find out prices for DJ	Don and Sheryl	April 18

SAMPLE CHECK-IN QUESTIONS

✓ Five years from now, you would like to have done...

✓ What do you want to be when you grow up?

✓ Who is in your family and where do they live?

✓ If you could name yourself what name would you pick and why?

✓ Who in your life do you respect most? Why?

✓ If you were to play a TV or movie star, who would it be and why?

✓ If you were a beverage, what name would you give yourself? It can be a beverage that already exists or one that you make up. What are the ingredients?

✓ Would you rather be forced to sit in a thunderstorm outside or sit through a 90 degree day in an un-air conditioned room? Why?

Handout #5: ESTABLISH MEETING RULES

Just like you have rules in the classroom, all businesses and organizations make rules for their meetings. (Think about the last time you saw a TV show or movie that showed people in the courtroom and all the rules for when you can speak and what you can say!)

The best way to introduce rules is to have the group make up the rules. It's much easier to follow rules if you invented them yourself! Sometimes these are also called "Community Agreements."

HOW TO MAKE RULES:

1) At your first meeting, do a **brainstorm** with the group for what your meeting rules will be.

2) Make sure the *Scribe* writes all of the ideas down on a big piece of paper or on the blackboard.

3) After all of the ideas have been written down, have the group **vote** for which ones they think are most important. Each person can vote as many times as he or she wants to.

4) The rules that get the most votes will be your meeting rules!

SOME EXAMPLES:

★ Raise your hand and wait to be called on before speaking
★ One voice at a time
★ Stay focused on the issue being discussed, do not talk about related issues or people
★ Listen and take notes
★ Respect each other

Handout #6:
MEETING ROLES "DOS AND DON'TS"

ROLE	DO	DON'T
FACILITATOR	✪ Create Agenda ✪ Remain neutral ✪ Keep people focused ✪ Be positive ✪ Encourage participation ✪ Repeat ideas, topics, concerns discussed for clarity & understanding	✪ Comment on ideas being suggested ✪ Let people talk about other things
NOTE TAKER	✪ Write everything down	
TIME KEEPER	✪ Let facilitator know time remaining for each segment of the agenda	✪ Let the agenda items go on longer than the time they are allowed
SCRIBE	✪ On chart paper record, action items, discussion topics, or decisions that were made	