

Group Activity Worksheet: Facilitating and Conducting Meetings

Instructions: Divide the class into small groups of 3-4 students. Each group will work together to complete the following tasks related to facilitating and conducting meetings. Discuss your answers and strategies as a group, and be prepared to share your findings with the class.

Group Name: Group 1

Group Members: Kavitha, Vindya, Dihan, Hemaja.

Task 1: Meeting Objectives (10 points)

1. Brainstorm and list three different types of meetings that can occur in a professional setting.

1. Board Meeting
2. Annual General meeting
3. Project status meeting

2. For each type of meeting, identify and write down two specific objectives or goals the meeting might aim to achieve.

Meeting Type 1: Board meeting

- Objective 1: review company performance and financial reports
- Objective 2: Discuss and approve strategic decisions

Meeting Type 2: AGM

- Objective 1: present financial statements to shareholders
- Objective 2: Elect or reelect board members

Meeting Type 3: Project status meeting

- Objective 1: take progress and address project challenges
- Objective 2: Assign tasks and set deadlines for the next phase.

Task 2: Meeting Roles (10 points)

3. Create a list of at least five common roles that participants can have in a meeting.

1. Chairperson
2. note-taker
3. time-keeper
4. presenter
5. participant

4. Choose one of the roles from your list and explain the responsibilities and contributions associated with that role during a meeting.

Role: Chair person

Responsibilities and Contributions:

- sets the meeting agenda and ensures all topics are covered .
- facilitate discussions ,ensuring all participants get to speak.
- keeping the meeting on track. and within the allocated time.

Task 3: Meeting Agenda (10 points)

5. Imagine you are leading a meeting to discuss a project's progress. Create a sample meeting agenda by listing at least five agenda items in the order they should be discussed.

Meeting Agenda for Project Progress Discussion:

1. Welcome and Introduction
2. Project status update
3. Challenges and risks
4. next steps and assignment
5. Q & A and closing remarks.

6. For one of the agenda items, provide a brief description of what will be discussed during that portion of the meeting.

Agenda Item: challenges and risks.

Discussion Description:

- Identify current road blocks affecting a projects progress.
- discuss potential risk that could arrive in future
- brainstorm solutions to mitigate these risks. and assign responsibilities.

Task 4: Meeting Facilitation (10 points)

7. Discuss within your group how a meeting facilitator can ensure active participation and engagement from all attendees. List at least three strategies.

1. Encourage open discussion by asking direct questions to participants.
2. Views interactive tools such as polls, brainstorming sessions for engagement
3. Ensure all voices are heard by moderating discussions and preventing dominance. by a few individuals

8. Explain why it's important for a facilitator to manage time effectively during a meeting. Provide an example of a situation where poor time management could negatively impact a meeting.

Effective time management ensures that all agenda items are covered, discussions remain productive and decisions are made effectively. Without proper time management meetings can become unstructured, leading to wasted time and unresolved issues.

Task 5: Meeting Challenges (10 points)

9. Identify and list three common challenges that can arise during meetings.

1. Lack of engagement from participants
2. Discussions going off-topic
3. Dominance by a few individuals, limiting others' input

10. For each challenge, suggest a strategy or approach to address or overcome it effectively.

Challenge 1: Lack of engagement from participants.

- Strategy: Use interactive elements such as polls or directed questions to involve all participants.

Challenge 2: Discussions going off-topic.

- Strategy: The facilitator should politely steer the conversation back to the agenda and take note of off-topic items.

Challenge 3: Dominance by a few individuals, limiting others' input.

- Strategy: Establish clear speaking rules and encourage quieter members to share thoughts by directly asking for their input.

Task 6: Meeting Evaluation (10 points)

11. Discuss the importance of evaluating meetings. What benefits can come from post-meeting evaluations, and what aspects should be assessed?

- * Evaluating meetings help identify areas for improvement, ensuring future meetings are more productive.
 - Whether meeting objectives were met.
 - The level of participation from attendees.
 - The effectiveness of time management.

12. Create a simple feedback form that could be used by meeting participants to evaluate the effectiveness of a meeting. Include at least three questions.

Sample Meeting Evaluation Form:

1. On a scale of 1 to 5, how well were the meeting objectives met? (1 = Poor, 5 = Excellent)

3 - Good.

2. Were all participants given an opportunity to contribute and share their thoughts? (Yes/No)

Yes

3. What suggestions do you have for improving future meetings?

• Time management.

Task 7: Group Discussion (10 points)

13. Each group will have a spokesperson who will summarize your group's findings and share any interesting insights or solutions you discussed during the activity.

Conclusion: In this activity, you have explored various aspects of facilitating and conducting meetings. Effective meeting management is a crucial skill in the professional world, and these tasks should help you better understand the key elements involved.

Our group discussed the key aspects of facilitating and conducting meetings, focusing on effective time management, engagement strategies, common challenges and evaluation methods. Some key insights from our discussion include.

1. Time management.
2. Engagement strategies.
3. Common challenges and solutions.
4. Meeting evaluation.