

Effective Meetings

Objectives: Participants will be able to:

- ❖ Describe behaviors that will cause conflict in a group
- ❖ Work through tasks to eradicate those behaviors

Time: Approx. 30 minutes

Setting: Large area where part of the group can role play and part of the group can be observers

Materials: Index cards with negative behaviors, bandanas to tie index card on with, pre-set task

Pre-Lesson preparation:

- ❖ Prepare index cards with behaviors like:
 - Exclude me from conversation/ignore me completely
 - Tell me my ideas are “stupid”
 - Talk down to me
 - Point and laugh at me
 - Listen and do as I say, no matter what it is
 - Ask my opinion
- ❖ Decide on a task for the group to complete; i.e. plan a workshop, develop an activity, etc.

Do:

- ❖ Ask for volunteers to come forward (the group that will be your “actors”); have everyone else sit in audience style (if in a larger group, have some people join the actors group without any cards, or with blank cards)
- ❖ Tie on the index cards to their foreheads with the bandanas. Make sure that the individuals with cards cannot see what is written!
- ❖ Assign the task for the group to complete. Give them a set time limit to complete the task (15 minutes or so depending on your group size)
- ❖ The team members should then be encouraged to get started on their task, while following the instructions on the note cards.
- ❖ At the assigned time, call the group all together for the discussion.

Reflect:

- ❖ For the people with cards:
 - How did the groups’ treatment make you feel?
 - Did you feel like you were an equal part of the group?
 - Did you feel like your input mattered?
- ❖ For the rest of the people in the actors group:
 - How did it make you feel to treat people like that?

- ❖ For the group as a whole:
 - What challenges arose when the whole group was not on an equal playing field?
 - Was the task easy to accomplish with the outside influences going on?

Apply:

- ❖ How does this activity relate to what is done in your group or organization?
- ❖ What can we do to make sure people don't have "index cards"?
 - How can we get people involved?
 - How can we make sure that outside influences don't negatively effect what we're doing (achieving our goals)