

Meeting Planning

Lesson Plan

DURATION: 90 minutes

TEACHING METHOD: Lecture/Discussion/Exercise

REFERENCES: Student Guide, CAPR 52-16, *Cadet Training Program*

TEACHING AIDS/HANDOUTS: Student Guide, slide presentation

READING ASSIGNMENT: Student Guide

Lesson Objective:	Explain the importance of meeting planning
Behavioral Objectives: At the end of this segment students will be able to:	<ol style="list-style-type: none">1. Discuss the importance of planning meetings.2. Plan a schedule using the cadet meeting format.3. Plan a schedule for senior members.

LESSON STRATEGY

The Meeting Planning segment is designed to get commanders thinking about the importance of advanced planning for their meetings. Planning is important to all commanders, regardless of the size of the units. Meeting planning sets a routine, makes the meeting more professional, and when done correctly, can be a team building exercise for the staff.

Emphasis should be placed on the mandatory requirements of a meeting, the importance of planning activities for senior members, and the need for variety within the schedule. Use the guidelines for a cadet meeting listed in CAPR 52-16 *Cadet Training Program* as a reference.

Commanders should be encouraged to schedule joint activities which both cadets and seniors can benefit. Good places to start can be the weekly briefing on aerospace activities and monthly safety briefings. The schedule you will have them plan will be six weeks long.

This segment should be very interactive. Encourage brainstorming during the exercise. The exercise should take about an hour of the total segment time. Guide the students using the suggested meeting format (ref. CAPR 52-16) and the three CAP missions as the foundation for planning activities.

You may do the exercise in one large group, or break up the class into smaller groups and have them compete against each other. If you break them into groups, leave enough time at the end so you can bring the class together and discuss the different schedules.

Do not have the students go into great detail, if they plan on having a guest speaker during the six week schedule they should list who the speaker will be and why the speaker was chosen. Have them put contingency plans into the schedule to help guide them in the event that a planned event falls through. If they plan an open house, have them do the planning for the activities and schedule for the open house. It may also be a good idea to pick a season for the schedule: for instance, in the North it could be wintertime. This may make things a little more challenging for the class.

The teaching outline provides an introduction, outline of the main points, and a conclusion to be adapted as required to meet the needs of a particular wing. The presenter should personalize the lesson to reflect the unique characteristics of the wing.

LESSON OUTLINE

MAIN POINTS:

- I. Why plan your meetings?
- II. Cadet meeting format
- III. Senior meeting format

Teaching Plan

Lesson Objective:

Explain the importance of meeting planning.

ATTENTION:

Do you want to present a professional quality meeting? The solution is simple: plan them.

MOTIVATION:

When you plan your meetings, you take advantage of many more possibilities than if you run the meeting "on the fly." Why? Because you can arrange for activities and guests that will add life to the meeting. These activities may take time to put together, and you may have to accommodate the guests' schedules, but you can work that into your plan. You should vary the meeting activity to add variety.

It also makes life easier for you and your staff because you have an idea of what's ahead, and you don't have to keep constantly pulling ideas out of the air at the last minute.

OVERVIEW:

In this segment we'll talk a little more about why planning your meetings is so important. We'll also plan a meeting schedule for the senior and cadet sides of the meeting, so you can bring some ideas home with you.

Transition:

STATE: Planning is important to all commanders. Meeting planning sets a routine, makes the meeting more professional, and can be a team building exercise for the staff.

MP I. Why plan your meetings?

- A. Professional meetings attract and retain members.
- B. Not planning meetings cheats your squadron out of activities using outside sources.
- C. If you don't plan your meetings, you may run out of ideas because your capability to make the ideas real is limited.
- D. You can design training time to meet squadron needs.
- E. You can make the meetings more fun.
- F. The time you spend in the meetings will become more efficient.

MP II. Cadet meeting format

Review the mandatory requirements for the cadet meeting (found in CAPR 52-16).

MP III. Senior meeting format

- A. No set format
 - 1. Include joint activities with cadets.
 - 2. Monthly safety briefing.
 - 3. Specialty training.

Exercise

Have each group present their meeting plan to the rest of the class.

Questions and Answers:

Student Guide Questions:

List THREE requirements for a cadet meeting.

- (1) *10 minutes of aerospace current events*
- (2) *30 minutes of leadership*
- (3) *1 moral leadership discussion every 4th meeting*

What is one part of a senior meeting that MUST be completed once per month?

The safety briefing.

Field any questions that the students may have.

Conclusion

SUMMARY:

By planning your meetings in advance you can actually give yourself more options because you have time to create activities and can work in interesting speakers. When you conduct meetings “on the fly,” you actually limit what you can do because you reduce your capabilities to what you can get to at that particular moment.

CLOSURE:

Did you notice how meeting planning, in fact all CAP activities, requires teamwork? Teamwork is the ultimate force multiplier because you have everyone working towards a common goal, rather than perhaps working several different ones. As a commander, you must be able to cultivate a sense of teamwork within your unit, and use it to your advantage. In the next section, we'll discuss ways you can promote teamwork within your squadron.

Meeting Planning

Exercise

EXERCISE OBJECTIVE: To enable the students to apply what they have learned from the Meeting Planning segment and reach a workable solution to the case presented.

NOTE: In completing the exercise the students will provide samples of behavior which will show comprehension of behavioral objectives 1, 2, and 3.

In this exercise you will plan a six week schedule of meetings. Your instructor will tell you if the schedule will be for a senior, cadet, or composite squadron. For cadet and composite squadrons, you will plan meetings for both the cadet and senior side. Senior squadrons will only plan for the senior side. Your instructor will also either break you into smaller groups or keep you together in class.

Include a day long or weekend activity in your schedule. Be sure to include the destination, type of activity, and a rough schedule within the day. List each activity you choose, the times within the schedule, the type of uniform (for seniors and cadets) for the meeting, and a general description. You may use a calendar for the schedule, or fill in the blanks. Whichever you choose, ensure it can be easily understood. Remember this is a team activity. Be sure all students have input into the process.

Some of the things you must have in your schedule include:

- a. One safety briefing per month.
- b. One moral leadership meeting every four meetings.
- c. An aerospace education activity every meeting.
- d. A testing schedule.
- e. Senior training activities.
- f. Joint activities.
- g. Leadership laboratory activity (for cadets).

In addition to these activities there are many optional activities you may choose from. Among these include:

- a. Emergency services activities.
- b. Model Rocketry.
- c. An open house.
- d. Awards and promotions presentations.
- e. Squadron Commander's Call.
- f. Communications training.
- g. Ground school training.
- h. First aid.
- i. One on one tutoring or counseling.
- j. Promotion boards.
- k. Guest speakers.
- l. Short (or day long) field trips.
- m. Drill and ceremonies.
- n. Color Guard training.
- o. Staff Duty analysis orientation between cadet officers and staff seniors.
- p. Etc.