



Photo by Jerry Zurek/Cabrini University

# Meeting Facilitation

## GUIDING QUESTIONS FOR EFFECTIVE, ENGAGING AND EFFICIENT MEETINGS

### GET ORGANIZED. BUILD COMMUNITY. TAKE ACTION.

Effective, engaging and efficient meetings will help you to be more impactful in our shared mission to end global poverty and contribute to transformational change.

#### GUIDING QUESTIONS FOR EFFECTIVE MEETINGS



**AGENDA:** What are your key outcomes? What is the purpose? Do group norms need to be set?



**CONSISTENCY:** Are you holding regular meetings with a consistent structure and clear expectations?



**INVITATIONS:** Have all participants been invited in a timely manner? Do they have the complete meeting information, such as hyperlink or location, date, time and preparation materials? Can you send reminders?



**ROLES:** Have you identified a facilitator, notetaker and speakers? Who will handle technology?



**NEXT STEPS:** Can you ensure the meeting concludes with clear next steps, deadlines and commitments?

#### GUIDING QUESTIONS FOR ENGAGING MEETINGS



**MIX IT UP:** Does the agenda include multiple voices from various perspectives? Is there a balance of information sharing, brainstorming, learning, praying, taking action and building community?



**OWNERSHIP & INCLUSION:** Do all participants feel that they can contribute and engage fully? Are there any barriers that might make participants feel unwelcome or unheard? Can they provide feedback?



**FUN, CELEBRATION, GRATITUDE:** Do you have time and space to enjoy yourselves and give thanks for one another? Do participants feel like their contributions are meaningful and appreciated?

## GUIDING QUESTIONS FOR EFFICIENT MEETINGS



**DATE & TIME:** Have you selected a date and time that works for as many people as possible? Is the date and time accessible to all? How can you respect participants' schedules? Have speakers rehearsed and timed their presentations?



**LOCATION:** Has a virtual or physical location been identified and reserved? Is it accessible, easy to find and welcoming to all? Do you need to organize the space in a particular way to increase efficiency, community and collaboration?



**MATERIALS:** Do you need to prepare any materials, presentations or links? How can you be fully prepared to reduce transition time in-between agenda items?



**TECHNOLOGY:** Whether your meeting is in-person or virtual, how will participants use technology to engage? Have you practiced ahead of time to ensure a smooth experience? Do you have a back-up plan in case of technology issues?



**MISSION & FOCUS:** Even when there are disagreements or the conversation gets sidetracked, can you keep the focus on the mission to build a better world?

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*“After the first couple of meetings I attended, I saw a unified and close-knit family of passionate students looking to make a change in our world.”*

Dante, CRS Chapter at Fordham University

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## SAMPLE MEETING AGENDA

Meeting Title:

Date of Meeting:

Location of Meeting:

List of Attendees: [to be filled in during the introductions or after the meeting]

- I. **Welcome & Introductions** [insert speaker and length of time]
  - Give people a chance to introduce themselves with an icebreaker and welcome newcomers.
  - Celebrate any recent accomplishments to start the meeting on a high note.
- II. **Opening Prayer & Reflection** [insert speaker and length of time]
  - Use prayers from our CRS Lead the Way on Hunger or Migration campaigns.
- III. **Learning Opportunity** [insert speaker and length of time]
  - Use stories and resources from our CRS Lead the Way on Hunger or Migration campaigns.
- IV. **Take Action** [insert speaker and length of time]
  - Use CRS monthly action guides, sheets and campaign actions.
- V. **Plan** [insert speaker and length of time]
  - Consider the weeks and months ahead. What is coming up that you can plan for?
- VI. **Gratitude & Conclusion** [insert speaker and length of time]
  - Confirm next steps and future meeting date and time. Answer any questions. Thank participants.