

## Meeting Planning

### Lesson Plan:

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**Duration:** 50 Minutes

**Teaching Method:** Lecture/Discussion

**References:** Student Guide

**Teaching Aids/Handouts:** Student Guide & Slide Presentation

**Reading Assignment:** Student Guide

**Lesson Objective:** Comprehend the importance of meeting planning.

### Desired Learning Outcomes:

1. Discuss the importance of planning meetings.
2. Plan a meeting using the cadet meeting format.
3. Plan a meeting 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 Program Management* as a reference.

## CAP Unit Commanders Course: Director/Instructor Guide

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Commanders should be encouraged to schedule joint activities from 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. 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. Plan your meetings!
- II. Planning cadet meetings
- III. Planning senior member meetings

## Teaching Plan

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**Lesson Objective:** Comprehend the importance of meeting planning.

**ATTENTION:**

Have you ever been at a meeting where it started late, followed no real agenda, ended late, and nothing of value seemed to take place. If so, you were probably, at the very least, disappointed and felt that you wasted your time. People that experience such meetings are less likely to come back again. Do you want to present a professional quality meeting? The solution is simple: plan them.

**MOTIVATION:**

Effective meeting planning is essential to mission accomplishment in Civil Air Patrol. Time is a valuable commodity and should be used as effectively and efficiently as possible when others give theirs to you. Plan meetings to make the most out of the valuable time the others have afforded you. 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.

**OVERVIEW:**

In this lesson we'll discuss the importance of planning effective meetings in terms of both cadet and senior CAP meetings. Finally, we'll end with a meeting planning exercise where you'll plan a meeting agenda 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.

## Main Points:

### **MP I. Plan your meetings!**

- A. Poll students for their thoughts on why meeting planning is important.
- B. Ask the students if they have ever attended a poorly planned meeting and how they felt about being there.
- C. Professional meetings attract and retain members.
- D. Not planning cheats your squadron out of activities using outside sources.
- E. If you don't plan your meetings, you may run out of ideas quickly because your capability will be limited.
- F. You can design training time to meet squadron needs.
- G. You can make the meetings more fun.
- H. The time you spend in the meetings will become more effective & efficient.

### **MP II. Planning cadet meetings**

- A. Review mandatory requirements for the cadet meeting (found in CAPR 52-16).
- B. Suggested Cadet Meeting Format Requirements:
  - 15 minutes of opening formation
  - 15 minutes of emphasis items
  - 50 minutes of core curriculum
  - 10 minutes of break & administration
  - 50 minutes of special training
  - 10 minute closing formation
  - Character development discussion every fourth meeting
  - Monthly safety briefing
- C. THREE requirements for a cadet meeting:
  - 10 minutes of aerospace current events
  - 30 minutes of leadership
  - 1 character development discussion every 4th meeting

**Figure 1-1. Suggested Quarterly Schedule.**

Week	Opening Formation 15 min	Emphasis Items 15 min	Core Curriculum 50 min	Break & Admin Time 10 min	Special Training 50 min	Closing Formation 10 min
1		Drill & Ceremonies	Achievement Tests			
2		AE Current Events	Aerospace Ed			
3		Safety Briefing	Character Develop.			
4		Drill & Ceremonies	Leadership			
5		AE Current Events	Achievement Tests		Emergency services Drill & color guard Physical fitness	
6	National Anthem Cadet Oath Announcements Inspection	Safety Briefing	Physical Fitness	Refreshments Fellowship	Rocketry Counseling	Announcements Promotions
7		Drill & Ceremonies	Character Develop.	Purchase supplies	Guest speakers	Awards
8		AE Current Events	Aerospace Ed.	Sign-up: activities Obtain forms, etc.	Awards night Open house Special projects etc.	
9		Safety Briefing	Achievement Tests			
10		Drill & Ceremonies	Leadership			
11		AE Current Events	Character Develop.			
12		Safety Briefing	Physical Fitness			
13		Open	Open			

Most squadrons meet weekly for 2 1/2 hours. The cadet staff, with senior member guidance, plans the program. Units should organize their weekly meetings around a master schedule based on a 13-week quarter. This system ensures the unit fulfills the minimum training requirements through the “Emphasis Items” and “Core Curriculum” blocks, while allowing ample time for other projects through the “Special Training” block.

### MP III. Planning senior member meetings

Senior member meetings do not have a suggested format per se, a great deal of flexibility is provided to accomplish the meeting objectives here. As a starting point, many elements of the cadet meeting format may be adapted for the senior meetings, and while there is no suggested format, it is highly recommended to have a planned agenda to include discussions & activities that will meet your objectives in a meaningful and productive way. Your members will expect a quality program and meeting, as they are giving up valuable time to be there. Quality meetings are essential to retaining senior members and maintaining unit effectiveness.

Senior member meetings:

- A. No set format (you are provided with flexibility to accomplish your goals here)
- B. Include joint activities with cadets.
- C. Monthly safety briefing.
- D. Specialty training.

### Exercise:

**EXERCISE:**

Have each group plan a meeting for both the cadet and senior member sides, and then present their meeting agendas to the rest of the class.

**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, their 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 that it can be easily understood. Remember this is a team activity. Be sure that 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 character development discussion every fourth meeting (for cadets)
- C. An aerospace education activity every meeting (for cadets)
- D. A testing schedule (for cadets)
- E. Senior training activities
- F. Joint activities
- G. Leadership 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.

### Lesson Summary:

**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.

**RE-MOTIVATION:**

Effective meeting planning is essential to mission accomplishment in the Civil Air Patrol. Time is a valuable commodity and should be used as effectively and efficiently as possible when others give theirs to you.

**CLOSURE:**

Did you notice how meeting planning, in fact all CAP activities, requires teamwork? Teamwork is the ultimate force multiplier; use it to your advantage while planning meetings.

### Suggested Questions:

**A. List THREE requirements for a cadet meeting.**

Answer:

- 10 minutes of aerospace current events
- 30 minutes of leadership
- 1 character development discussion every 4th meeting

**B. What part of a senior meeting that MUST be completed once per month?**

Answer: The safety briefing.

**C. What are some of the items you must have in your schedule:**

Answers include:

1. One safety briefing per month
2. One character development discussion every fourth meeting
3. An aerospace education activity every meeting
4. A testing schedule
5. Senior training activities
6. Joint activities
7. Leadership activity (for cadets)

**D. List some optional activities you may choose from.**

Answers include:

1. Emergency services activities
2. Model Rocketry
3. An open house
4. Awards and promotions presentations
5. Squadron Commander's Call
6. Communications training
7. Ground school training
8. First aid
9. One on one tutoring or counseling
10. Promotion boards
11. Guest speakers
12. Short (or day long) field trips
13. Drill and ceremonies
14. Color Guard training
15. Staff Duty analysis orientation between cadet officers and staff seniors

Field any questions that the students may have.