

Meeting Planning

Lesson Objective:

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:

Overview:

Your meetings should be professional and have quality activities in order to attract and retain your members. The only way to achieve a professional look and feel to your meetings is to carefully plan your meetings out ahead of time. Some squadrons plan their meetings six, eight, even twelve weeks in advance. They do this at staff meetings and try to involve all staff members.

It's Important to Plan Your Meetings!

Why plan your meetings in the first place? It is only two and a half hours long, surely you can fill in the time, right? Wrong. To begin with, if you come up with activities at the last minute, they will look like you just dreamed them up. It simply won't be professional.

Why plan your meetings?

- Professional meetings _____ and _____ members.
- Not planning meetings _____ your unit out of _____ using outside sources.
- You may run out of ideas because your capability will be _____.
- You can design training time to meet _____.
- You can make meetings more _____.
- The time you spend in your meetings will be more _____.

Secondly, you'll cheat yourself and your members out of some wonderful activities using outside sources, because you won't have the time to coordinate with them. Third, you'll run out of ideas because chances are, you'll be planning the activities by yourself.

When you plan meetings in advance, you can plan all sorts of activities inside or outside of the building. You can involve people from other agencies, and you can involve your staff. Planning meetings means you can design the training time to meet your squadron's needs. It means you can put some fun into the process, and it means that the time you spend during the meetings will more likely be professional and efficient.

Planning Cadet Meetings:

Cadet meetings have a suggested format (ref CAPR 52-16, *Cadet Program Management*); this suggested format includes: opening ceremony, emphasis items, core curriculum, break time, special training, and a closing formation.

Suggested Cadet Meeting Format: (CAPR 52-16)

- 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

THREE requirements for a cadet meeting:

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

Additional requirements include a monthly safety briefing.

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	
9		Safety Briefing	Achievement Tests		Open house Special projects etc.	
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.

List THREE requirements for a cadet meeting?

1. _____

2. _____

3. _____

Planning Senior Member Meetings:

Senior meetings do not have a prescribed format and a great deal of flexibility is provided to accomplish the meeting objectives. However, many elements of the cadet meeting format may be adapted for seniors. They can participate in the ceremonies and activity periods. They may also enjoy training periods and should be included in the monthly safety briefing. You may elect to hold a separate briefing for flight crews.

- Senior Member Meetings**

 - No set format (flexible structure)
 - Include joint activities with cadets
 - Monthly safety briefing
 - Training activity

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It is the senior portion of the meeting which is easily forgotten when planning, you will find it when you forget to plan for them, meetings will begin to drift and training and interest in the meeting will suffer.

It makes sense to plan both portions of the meeting at the same time. You may find many instances where cadets and seniors can share activities.

Planning meetings is an opportunity for you to put your skills to work. You can problem solve, integrate missions, and plan unit training using all of the leadership and management skills you have acquired throughout your CAP and professional career. You should be thinking about these things when you go through the next exercise and later when you begin to plan meetings for your unit back home.

Think about how to integrate CAP missions into the meeting, how to conduct unit training, how to motivate and inspire your members, how to use meetings and the planning process itself as a tool to help you sustain a successful unit.

Don't think about meeting planning as a necessary evil. Think about it instead as a chance to really give your members a worthwhile experience and investment of their time.

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

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.

(See Exercise on next page)

Exercise:

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 may 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:

- One safety briefing per month
- One character development discussion every fourth meeting
- An aerospace education activity every meeting
- A testing schedule
- Senior training activities
- Joint activities
- Leadership activity (for cadets)

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

- Emergency services activities
- Model Rocketry
- An open house
- Awards and promotions presentations
- Squadron Commander's Call
- Communications training
- Ground school training
- First aid
- One on one tutoring or counseling
- Promotion boards
- Guest speakers
- Short (or day long) field trips
- Drill and ceremonies
- Color Guard training
- Staff Duty analysis orientation between cadet officers and staff seniors
- Etc.