

## Meeting Planning

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

### Overview

Your meetings should look 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 plan your meetings out ahead of time. Some squadrons plan their meetings six, eight, even twelve weeks in advance. They do this at their staff meetings and all staff members become involved.

### Why 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 look professional. 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 be professional and efficient.

#### 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 \_\_\_\_\_.

### Meeting Formats

Cadet meetings have a suggested format (ref CAPM 52-16 *Cadet Training Program*): 10 minutes of aerospace current events per week, 30 minutes of leadership laboratory per week, one moral leadership discussion every fourth week, opening and closing ceremonies and inspections, and a sixty minute activity period. Additional requirements include a monthly safety briefing.

Senior meetings do not have a suggested format per se. However many elements of the cadet meeting format may be adapted for the senior. 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. It is the senior portion of the meeting which is easily forgotten when planning, but you will find that when you forget to plan for them, they will begin to drift and their 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 other instances (other than the ones mentioned above) where cadets and seniors can share activities.

Planning meetings is where you can put your skills to work. You can problem solve, integrate missions, plan unit training - using all of the leadership and management skills you have acquired throughout your CAP and professional careers. These are the things you should be thinking about 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 generate 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. After all, they - and you - are paying for the privilege.

#### **Cadet Meeting Format Requirements**

- 10 minutes of aerospace current events per week
- 30 minutes of leadership laboratory per week
- 1 moral leadership discussion every fourth meetings
- opening, closing ceremonies and inspection
- 60 minute activity period per meeting
- monthly safety briefing

#### **Senior Meeting Format**

- No set format
- Include joint activities with cadets
- Monthly safety briefing
- Training

**List THREE requirements for a cadet meeting?**

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

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## 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, 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 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.