

# INTERACTIVE METHOD

## SETTING UP FOR SUCCESS

*Setting up for success is half the work!"*

### SETTING UP INCLUDES.....

#### DESIRED OUTCOMES

A desired outcome is:

- What you want done as a result of a meeting
- A clear and concise statement of the desired end result or product of the meeting

They are important because:

- They provide direction for developing the agenda
- The group can see if it accomplished the desired outcomes at the end of the meeting

#### AGREEMENTS

Agreements are:

- Commitments made by the group that will enable it to work together
- Statements about group behavior that are agreed upon by the members
- A means to an end-conditions under which the group will be able to function most effectively

Steps:

- Brainstorm all behaviors which will make the group "work"
- Refine wording/clarify meaning
- Reach consensus on the ones which each member agrees to do
- Post list in a visible place

Examples:

- Be on time
- Listen as a friend
- Participate in discussions
- (more on next page)

Encourage the group to think carefully about what you need from each other and what you personally can do to make your group work well together!

# **SAMPLE AGREEMENTS**

1. Be on time!
2. Spelling DOES count!
3. Keep the room clean!
4. Sit next to a different person for each meeting!
5. Stay on task!
6. Be positive!
7. Be open-minded!
8. Use appropriate language!
9. Participate!
10. Have fun!
11. Respect others!
12. Remember who you represent!
13. Work as a team!
14. Attentive listening!

15. Keep cell phone on silent mode!

**OAHU HIGH SCHOOL  
AUGUST 2, 2006  
ROOM B101**

**SAMPLE MEETING AGENDA**

Desired Outcomes: Meet new committee members, determine \_\_\_\_\_

WHAT	HOW	WHO	TIME
<b>(Set-up)</b>			
Opening/Getting Acquainted	Present	S. Pang	5 min.
Desired Outcomes	Present	S. Pang	1 min.
Role Clarification -facilitator -recorder -timekeeper	Review Handout	S. Pang	3 min.
Agenda	Review	S. Pang	1 min.
Agreements	Brainstorm Discuss Consensus	ALL	5 min.
<b>(Content)</b>			
Determine _____	Review "Why" Brainstorm Clarify (Q & A) Discuss (plus-delta) Narrow (n/3) Further discussion (if needed) Final Selection Vote	S. Pang	1 min. 3 min. 3 min. 6 min 3 min. 3 min. 2 min.
<b>(Closure)</b>			
Desired Outcomes	Review (Accomplished?)	S. Pang	1 min.
Next Meeting	Discuss/Consensus	ALL	2 min.

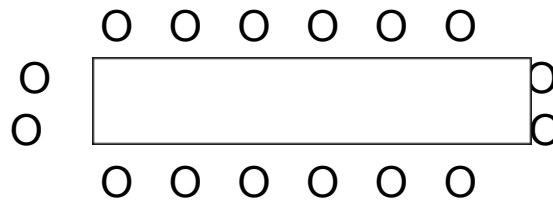
Acknowledgements	Thank Members	S. Pang	1 min.
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## Reminders

Refreshments for next meeting: John and Susan

### ROOM ARRANGEMENT OPTIONS

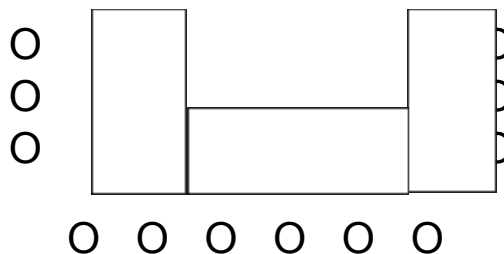
#### Option 1 (good): Closed circle or rectangle



**Advantages:** encourages eye contact, personal contact with others, appropriate when group is working on interpersonal issues

**Disadvantages:** can encourage conflict and confrontation, focuses on people and not the task, not conducive to using group memory

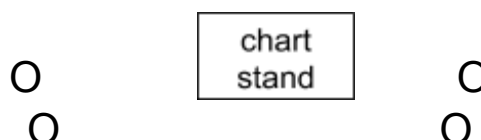
#### Option 2 (better): Semi-circle or rectangle with tables

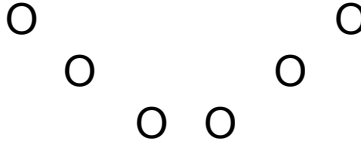


**Advantages:** allows group to focus on group memory, status differential minimized while roles are clear, reduces interpersonal conflict

**Disadvantages:** tables can be a barrier, participants still unable to see each other

#### Option 3 (best): Semi-circle without tables





**Advantages:** no barriers between people, can accommodate larger groups, single focus on task, equal distance from task, equal status of participants

**Disadvantages:** initial discomfort for people used to having tables, drink cups and writing materials and to be placed on the floor

## **MEMBER ROLES**

### **FACILITATOR**

- Prepares agenda
- Gets agreements on desired outcomes and agenda
- Proposes ways to proceed and checks for agreement
- Makes sure everyone has a chance to participate
- Keeps discussion orderly and on track
- Insures that time is monitored and information recorded
- Can contribute ideas but does not dominate discussion

*“I have called this meeting for us to (state purpose and outcomes). Today, I will be performing two functions: I will be facilitating the meeting and contributing my own ideas as long as I ask the group if I may step out of my role. I would like to ask one of you to serve as recorder. We will be making all decisions by consensus with me as the fallback in case we do not reach consensus in the time allowed.”*

### **GROUP MEMBER**

- Contributes ideas
- Listens to other’s ideas
- States concerns openly
- Makes commitments (states agreement, carries out steps when agreed to)
- Assists with recording as needed

### **RECORDER**

- Creates a visible record of the meeting called “Group Memory”
- Writes down group members’ ideas using their own words
- Remains neutral and does not participate
- Tries not to paraphrase or interpret
- Uses key words and phrases
- Asks the group to slow down if necessary

*“I am here to keep a record of the meeting. I will not contribute my ideas unless I ask the group to step out of my role, and the entire group agrees. If I miss something*

*important or write something incorrectly, please let me know, and I will correct it. This is your record.”*

***Specific Techniques for the Recorder:*** Listen for key words, try to capture the basic ideas, do not write every single word, make corrections non-defensively (i.e., spelling), write large and legibly, write as fast as possible, abbreviate when necessary, vary colors (at least two alternating), number all memory sheets.

## **SIMPLE PLANNING PROCESS**

### **WHY** are we doing this activity?

- Establish the purpose of the activity (goal to be accomplished)

### **WHAT** needs to be done?

- Preview past information on the activity if available
- Brainstorm ideas (generate new, innovative, and creative ideas)
- List all items, tasks, people, and resources needed

### **WHO** is going to do it?

- Establish subcommittees and chairpersons as needed
- List tasks and delegate who is responsible for tasks

### **WHEN** must it be completed?

- Establish a timetable to the date of the activity
- Set deadlines for job completion
- Set progress meeting dates

### **HOW** did the activity turn out?

- Evaluate the activity
- Complete evaluation report:
  - Steps followed to accomplish final activity
  - Positive comments/observations
  - Difficulties and problems encountered and how they were resolved
  - Budget (list income and expenditures)

- Submit report to advisor