

U.S ENVIRONMENTAL PROTECTION AGENCY
**PUBLIC PARTICIPATION VIDEO
TRAINING PROGRAM**

FACILITATION GUIDE

MODULE 6.
ENSURE SUCCESSFUL MEETINGS



**PUBLIC
PARTICIPATION**

GUIDE

Engage the public. Preserve the planet.

BEGINNING THE CLASS:

Start off the class with a fun and active way of greeting and introducing each other. Below are some ideas. You may run this program over multiple days, so use different exercises to break the ice at the beginning of each session or after lunch.

Child to Adult

Have each person identify an activity or possession that they loved as a child, and how it reflects their character as an adult.

Interviews

Pair off students in groups of two, ask people to match up with someone they don't know if possible, have them interview each other (5 minutes each) and then introduce each other to the class.

The 15 Second Me

Everyone gets exactly 15 seconds to introduce themselves (facilitator keeps time). What do you most want people to know, how to make a good first impression?

What's in Your Pocket?

Ask everyone to pull something that is important to them or says something about them out of their pocket, wallet, purse, or bag and use it to describe themselves to the class.

Connecting Stories

Have everyone divide into small groups. The goal is to connect mini stories using post-it notes. Each person must share at least one item that connects to the other mini stories. First player shares an interesting story or memory. The next person can tell a related story that connects some way to the first. And so on. The group with the longest chain of stories win.

BEFORE YOU START THE VIDEO:

- Explain that we will be going through the materials together, watching a video that helps to present the information, conducting class discussions, and working on exercises together

Introduction

WORKBOOK PAGE: 1

VIDEO TIMING: start – 1:16

SECTION 1:

Planning for Successful Meetings

WORKBOOK PAGE: 2

VIDEO TIMING: 1:16 – 2:01



Meeting Planning Component 1:
Set Clear Goals for the Meeting

WORKBOOK PAGES: 3-4

VIDEO TIMING: 2:01 – 5:18



GROUP EXERCISE

Define Meeting Purpose and Outcomes

WORKBOOK PAGES: 5

VIDEO TIMING: 5:18 – 5:37

- Pause the video.
 - Instruct groups to capture results on flip charts or other materials as available and be ready to present their results to each other.
1. Identify a project where you want to hold a meeting. We will conduct a number of exercises for this meeting during this Module.
 2. Discuss your goals of the meeting and write a clear purpose statement that describes what you hope to achieve.
 3. Identify the specific outcomes you would like to achieve as a result of this meeting.



Meeting Planning Component 2: **Get the Right Stakeholders at the Meeting**

WORKBOOK PAGES: 6 - 7

VIDEO TIMING: 5:37 -



GROUP EXERCISE

Identify Stakeholders to Attend Your Meeting

WORKBOOK PAGE: 8

VIDEO TIMING: 8:34 – 9:09

- Pause the video.
 - Instruct groups to capture results on flip charts or other materials as available and be ready to present their results to each other.
1. Thinking about the purpose and desired outcomes you have outlined in the previous exercise, identify the key stakeholder groups that would be important to participate in this meeting to achieve the desired results.
 2. Think about each group and identify how you would invite them to help ensure their willingness to attend.



Meeting Planning Component 4:
Create and Present Information Effectively

WORKBOOK PAGES: 12 -13

VIDEO TIMING: 12:14 – 15:49



Meeting Planning Component 5:
Design an Engaging Process

WORKBOOK PAGES: 14 -16

VIDEO TIMING: 15:49 – 21:14



GROUP EXERCISE

Design Your Meeting Process

WORKBOOK PAGES: 17

VIDEO TIMING: 21:14 - End

- Pause the video.
- Instruct groups to capture results on flip charts or other materials as available and be ready to present their results to each other.

1. Design an agenda for your meeting.
2. Think about the timing and how you will manage the process.
3. What information do you plan to present and how will you make sure it is understood?
4. How can you create spaces for interaction with stakeholders?