

Optional
Activity

2

When is it Best to Have a Meeting?

Time it takes: 15–20 minutes

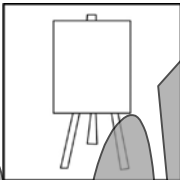
What it is about: Helping participants decide when it is or is not appropriate to have a meeting.

What you will need: Flipchart paper and markers

How to do it:



1. Lead a discussion to help participants begin to think about when it is or is not appropriate to have a meeting by drawing two columns on a flipchart and asking for volunteers to share first when it is best to have a meeting and then when it is not appropriate to have a meeting.



2. Chart Responses. The following page is an example of a flipchart drawing with expected responses. You can share these responses if participants are unsure.

Have a Meeting When ...	Do NOT Have a Meeting When ...
<ul style="list-style-type: none">• Input and discussion from several people is required.• Input is desired prior to making an important decision that impacts several people or functions.• Several ideas need to be generated.• To build team involvement and rapport amongst team members.• Two or more people need to figure out problems or issues.	<ul style="list-style-type: none">• Communicating a final decision and you don't want any discussion.• All the "right" people are not available.• Information can be shared easily in an email or voice message.• You know the meeting will have to be cut short due to other priorities.• You are not prepared and have not given other people time to prepare.• The purpose is unclear.

3. Transition by sharing how this discussion pertains to the next Workshop activity.