Term 1: May 2015 – MS Class Contents – Week 7

CHECK-IN Activity: What's on your mind?

- 1. Before we start our class today, it is important for you to "check-in."

- 2. For 1 or 2 minutes each, please tell everyone what is on your mind at the moment.

Examples:

- 1. Right now, I'm thinking about….

- 2. At the moment, I feel…

- 3. Right now, I'm concerned about…

- 4. At the moment, I'm worried about ….

- 5. or any other thoughts in your mind.

Ending: That's what's on my mind.

CHECKED HOMEWORK individually:

- 1. For the next class, use the **RULE OF 3** and talk about the meetings in your current section or team.

- 2. Make sure to include examples and details in your explanation.

- 3. Also, try to add any improvements that can be made to make your team meetings more productive and efficient.

- 4. **PRINTOUT** your data and bring your homework to class next week.

- 5. Good luck!

WATCHED: Business Meeting Video #1

- **Now, let's take a look at some advice regarding how to run a successful or effective meeting.**

- **Video 1: "PCFW Method" for effective team meetings**

- **https://www.youtube.com/watch?v=xW0CjH95K3Q**

HOMEWORK:

Directions:

Watch TWO Business Videos and fill in the answers to the worksheet below.

"Meeting Management" Video Learning

VIDEO 1: Question #1: What is the "PCFW" method for effective meetings?

"P" stands for:"

3 Key Points:

a.

b.

c.

"C" stands for:

2 Key Points:

a.

b.

"F" stands for:

2 Key Points:

a.

b.

"W" stands for:

2 Key Points:

a.

b.

VIDEO 2: Question #2: What are the 4 Rules in Planning for a meeting?

1.

2.

3.

4.

VIDEO 2: Question #3: What are the 4 legitimate PURPOSES to have a meeting?

1.

2.

3.

4.

5.

VIDEO 2: **Question #4:** **What are the 5 typical flaws of a bad meeting?**

1.

2.

3.

4.

5.

VIDEO 2: Question #5: **What are the 5 principles of a good meeting?**

1.

2.

3.

4.

5.

-- End of Lesson --