

## How to Run Quick Worksite Meetings

### Running Quick Worksite Meetings

Total training time: one hour

This training is useful for people who have to run a meeting outside a worksite either before or after work, or for people who have to run a quick meeting during a lunch or work break.

Preparation – person running the training should brainstorm with group on this point, but make sure all the points below are covered. Write up on butcher paper. – 15 minutes

1. Make sure the meeting has an appropriate goal
  - a. For example, getting commitments for a next action
  - b. Signing people up on a petition
2. Make sure that good mobilization is done for the meeting – your work to mobilize for the meeting will probably be four times longer than the meeting itself
3. Make sure that you do a good agenda for the meeting
  - a. No more than 2 or 3 points
  - b. Make sure it includes getting a commitment from workers/members
  - c. Assign time limits to each part of the agenda, even if it's only 2-3 minutes to each part
4. Practice out loud what you are going to say in the meeting especially if it's hard for you to talk in public
5. One person should probably run these short meetings – with more than one person it gets confusing
6. Figure out who will go with the person running the meeting to help “pull” people together for the meeting. Same person should not run the meeting and “pull” for the meeting.
7. Have all needed materials prepared and accessible – you don't want to spend any part of the meeting shuffling through your papers looking for the right leaflet/handout.

Running the meeting – person running the training should walk through this with the group and have it written down on butcher paper. – 15 minutes

1. Have an official start to the meeting. Say, “Okay, we're starting now.”
2. Tell people how long the meeting will last, so they know they won't be late getting in to work or catching their bus.
3. Go quickly over the points you will cover
4. Go through the agenda points
5. Make sure to get firm commitments from people
6. Answer questions. If questions come up that are not relevant, say that you will answer them at the end of the meeting. Then make sure to stay and answer them when the meeting is over.
7. Close the meeting

Leader ID and development in the meeting – use the meetings to ID new leaders (who steps forward, who do others listen to). Also think about roles that your leaders can play with the eventual goal being that they can run the worksite meetings without you

1. Assign mobe to the leaders
2. Give the leaders responsibility to follow up
3. Give them a piece of the agenda (or let them run the agenda with you there)
4. Have leaders step forward to make first commitment (esp in external)

Possible problems – brainstorm with group how to resolve – 10 minutes

1. People are running!
2. People ask stuff unrelated to the meeting
3. People don't pay attention
4. Supervisors show up

Practice – 20 minutes

Use one of the three brief agendas below and have someone assigned to run the meeting and someone assigned to help pull the group together. Give people 10 minutes to run the meeting and then debrief what went well and not.

Agenda 1: goals is to get 2/3 of building to property manager delegation

- Announce that building owner is getting rid of union janitorial contractor
- Explain that first plan of action will be a delegation to property manager two days from now at 4 pm

- Get commitments from people to attend the delegation

Agenda 2: goal is to get everyone signed on postcards

- Explain that unions are working together to fight for legalization of immigrant employees
- Introduce idea of a postcard that will be sent to Congress and the President
- Pass out the postcards and get them signed
- Assign people to get people signed up who are not at meeting

Agenda 3: goal is to find out if ulp actually happened and get witnesses to come forward

- explain that it appears supervisor threatened two employees in the breakroom that if they did not stop organizing, the company would lose its contract
- explain that this is illegal under labor law
- find out what people know, if there are any witnesses and if anyone will come forward