

## Meeting Planning

**DURATION:** 75 minutes

**TEACHING METHOD:** Discussion, Demonstration/Performance

**READING:** Student Guide

**LESSON OBJECTIVE:** Comprehend the importance of meeting planning.

**DESIRED LEARNING OUTCOMES (DLO):**

1. Understand the Civil Air Patrol's Strategic Plan and how it should influence your unit's planning.
2. Discuss the importance of planning meetings.
3. Develop a plan to address senior member and cadet meeting requirements.

**LESSON STRATEGY:** This lesson is designed to introduce the CAP Strategic Plan, discuss the importance of planning, and to make an appropriate meeting schedule.

**INSTRUCTOR NOTE:** This segment should be interactive. Encourage brainstorming during the exercise. The exercise should take about an hour of the total segment time. Guide the students using the suggested meeting format (ref. CAPR 60-1) and the three CAP missions as the foundation for planning activities.

You may do the exercise in one large group or break up the class into smaller groups. If you break them into groups, leave enough time at the end so you can bring the class together and discuss the different schedules.

Do not have the students go into great detail, if they plan on having a guest speaker during the six week schedule they should list who the speaker will be and why the speaker was chosen. Have them put contingency plans into the schedule to help guide them in the event that a planned event falls through. If they plan an open house, have them do the planning for the activities and schedule for the open house. It may also be a good idea to pick a season for the schedule: for instance, in the North it could be wintertime. This may make things a little more challenging for the class.

**REVIEW:** Ask students if they have any questions about the reading. If they have questions, answer them. If not, proceed with a short review. Ask students to share the most important points from the reading. Why is it important to plan meetings? Encourage several students to participate/share.

**BRIDGE:** We just talked about the importance of planning meetings and where you can find the requirements for planning meetings. We are going to take the next 45 minutes to plan six weeks worth of meetings for a cadet, composite, or senior squadron.

**EXERCISE:** Have the students complete the exercise. Give them 45 minutes to work and bring them back together to discuss their schedules as a class.

CAP Unit Commanders Course Instructor Guide  
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**SUGGESTED DISCUSSION QUESTIONS:** Feel free to add or adjust questions to meet the students' needs as well as the unique conditions in your wing. Use the following questions to close the discussion after the exercise.

**Lead off Question:** Is it hard or easy to plan meetings? Why?

**Supporting Question:** Which mission was the hardest to incorporate? Why?

**CLOSURE:** Good meetings don't just happen. Perhaps the most important thing you can do is plan and conduct a quality meeting. Doing so attracts and keeps quality members. It makes the meeting fun, it enhances friendship and teamwork among members and it helps your unit contribute more effectively to the mission.

**CLOSELY RELATED LESSONS:** Squadrons and Missions

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## **Exercise:**

In this exercise you will plan a six week schedule of meetings. You will develop a schedule for a composite squadron to address both senior and cadet issues.

Include a day long or weekend activity in your schedule. Be sure to include the destination, type of activity, and a rough schedule within the day. List each activity you choose, their times within the schedule, the type of uniform (for seniors and cadets) for the meeting, and a general description. You may use a calendar for the schedule, or fill in the blanks. Whichever you choose, ensure that it can be easily understood.

### **Some of the things you must have in your schedule include:**

- One safety briefing per month
- One character development discussion every fourth meeting
- An aerospace education activity every meeting
- A testing schedule
- Senior training activities
- Joint activities
- Leadership activity (for cadets)

In addition to these activities there are many optional activities you may choose from. Among these include:

- Emergency services activities
- Model Rocketry
- An open house
- Awards and promotions presentations
- Squadron Commander's Call
- Communications training
- Ground school training
- First aid
- One on one tutoring or counseling
- Promotion boards
- Guest speakers
- Short (or day long) field trips
- Drill and Ceremonies
- Color Guard training
- Staff Duty analysis orientation between cadet officers and staff seniors
- Etc.