

Meeting Planning

Overview

- Plan your meetings
- Planning cadet meetings
- Planning senior member meetings

Meeting Planning

Planning enhances meetings

Planning is important to all commanders. Meeting planning sets a routine, makes the meeting more professional, improves efficiency, and can be a team building exercise for the staff.

Meeting Planning

Think!

Why is it important to plan in your meetings in advance?

Meeting Planning

Why plan your meetings?

- Professional meetings attract and retain members
- Not planning meetings cheats your squadron out of activities using outside sources
- You may run out of ideas because you're capability will be limited
- You can design training time to meet squadron needs
- You can make the meetings more fun
- The time you spend in the meetings will be more effective & efficient

Meeting Planning

Cadet meeting format

- 15 minutes of opening formation
- 15 minutes of emphasis items
- 50 minutes of core curriculum
- 10 minutes of break & administration
- 50 minutes of special training
- 10 minute closing formation

- Character development discussion every 4th meeting
- Monthly safety briefing

Meeting Planning

Senior member meetings

- No set format
- Include joint activities with cadets
- Monthly safety briefing
- Training

Meeting Planning

Exercise

Meeting Planning

Summary

- Plan your meetings
- Planning cadet meetings
- Planning senior member meetings

Meeting Planning

Questions & Answers