

Workshop: Managing a group

1) Making meetings work (25 mins)

Mock meeting of the Activities Board, with each person taking on a different role. Dan – talks too much, Tobee – cracking jokes and talking about beer, Anne – chattering, breaking off into conversation with people around her, Andy – silent and clearly miserable, Emily – cross and trying to make everyone do things her way, Lopa – just doesn't want to be there, Shelley – negative "it'll never work", Nikki – tries to make odd sensible comment but is ignored, Beth – comes in really late.

After a few minutes, stop and start getting ideas on what is wrong.

So, what might help?

Purpose

Agenda

Way of discussing things

Way of making decisions

Roles: facilitator, scribe, boss, group member

Run another dummy meeting but this time, make it work!

2) Into four groups for Strategic Planning (35 mins)

Split your group into two halves

Scenario: The student union have offered to support and promote one new MedSIN activity this year. Team A want to do something about refugees, Team B want to do something about homelessness. Each Team must present it's plan to the student union (played by the two facilitators) at the end of 20 minutes.

Firstly, get the whole group to throw some ideas around... (prompt with answers in brackets if necessary)

What do you need to do in the next 20 minutes? (e.g. exploring ideas, making decisions, working out a budget or timescale, designing a publicity campaign, bringing it all together to present etc)

What are your resources (time, people, equipment)?

How can you best allocate them?

Then, start them off.

At the end of 20 minutes, have the two teams present. (P.T.O.)

During or after the presentation, ask them some questions: what are your objectives? how are you going to achieve them with this plan? etc (be tough!)

Now, you can discuss how each team found the process. Firstly, get the feedback of the people in each team: What are their thoughts on how it went? what would have improved things? At each stage, you can bring in the other team and see what they thought from the presentation...

Make suggestions on what might have improved it: e.g. prioritising at the beginning, a better way of making decisions, having one person who just coordinates the activities and troubleshoots.

Then: come back for a brief sum up from Emily:

- if you set yourself reasonable objectives and stick to them, then you can achieve them and feel just fine
 - otherwise, you get swamped and miss the things you really needed to do
- show them the important/urgent grid?