



NEIGHBORHOOD WATCH

PLANNING AND CONDUCTING EFFECTIVE MEETINGS

Self-Paced Learning

Participant's Book



BJA
Bureau of Justice Assistance
U.S. Department of Justice

The Participant Handbook:

This handbook is designed to follow along with the Self-Paced presentation “Planning and Conducting Effective Meetings.” By writing down your answers you will retain more of the information found within the curriculum. Use this book as a reference guide and to review the curriculum before teaching Neighborhood Watch volunteers.

Course Objectives:

- To learn the importance of planning for an effective meeting
 - To learn how to conduct a successful meeting
-
-

This document was prepared by the National Sheriffs’ Association, under cooperative agreement number 2005-MU-BX-K077, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Table of Contents

Why Are We Meeting?	4
Meeting Alternatives	4
Before the Meeting	4
Scheduling	4
Agenda	4
Invitations	5
The Meeting	6
The Facilitator	6
Handling Disagreements	6
After the Meeting	6

Why Are We Meeting?

List four reasons to hold a meeting.

1. _____
2. _____
3. _____
4. _____

Meeting Alternatives

List some alternatives to meetings.

Before The Meeting

Scheduling

Fill in the blanks.

- Select a _____ that is convenient for most people invited to attend the meeting.
- Select a _____ convenient and available to everyone invited.
- Consider establishing a _____

Agenda

What should be included in your agenda?

Invitations

In the space below, write a sample Invitation.

How would you send this invitation to your Neighborhood Watch members?

The Meeting

What are some ground rules you would set for your meeting?

1. _____
2. _____
3. _____

The Facilitator

Fill in the blanks:

- Stay _____.
- Encourage _____ discussion.
- Stay on _____.
- Summarize _____ and _____.
- Give details of the _____.

Handling Disagreements

What are some tips for handling disagreements?

1. _____
2. _____
3. _____
4. _____

After the Meeting

What two things should you do after the meeting?

1. _____
2. _____