The Lead-Practice module guides you through running and reviewing your first meeting.

You will also plan ahead so that you are prepared and can focus on producing results

with your group.

# **Your Learning Objectives:**

* Lead and review your first meeting
* Identify specific areas for planning and improvement
* Establish your leadership approach including communications
* Apply your work to your first/next three meetings
* Get to know your group members (their strengths, interests and current roles)
* Implement your reporting process

# **Your Learning Sequence (to be completed in 2 weeks):**

* Review sample agenda
* Plan your first group meeting
  + Outline your meeting using Sample Group Meeting format. Ask the following questions:
    - What outcomes are you seeking from this meeting?
    - How "mature" is the group? What level of group planning already exists?
    - How can you energize and inspire the group? Include ways to acknowledge success and express appreciation.
* Fill in the meeting plan details appropriate to this group at this time and to the partners who will attend.
* Convene, run and review your first group meeting as Group Leader
  + Note your observations and any feedback to discuss with your mentor. What went well? What would you like to improve? What would you like to do differently?
  + Congratulate yourself on your courage and hard work.
* Identify one goal for yourself as a leader
* Use the resources identified to strengthen your planning and your skills.
* Consider how to work your goal as you lead the group.
* Plan upcoming group meetings with forethought and with our values in mind
  + Please ask your Regional Coordinator for the most current planning guide.
  + We recommend planning your meetings in as regular a rhythm as possible and as far in advance as possible.
  + The Facilitator’s Guide to Equitable Spaces will help you create welcoming meetings that uphold our anti-oppression values.
* Getting Started on Group Planning (for groups without a planning track record)
  + Current Group Planning Guide – please ask your RC for the most current guide
  + Grassroots Roles
  + Ladder of Engagement Tool
* Prepare/review lobby, media, and outreach reports and submit
* Participate in Group Leader calls led by Regional Coordinator
  + Contact a staff member if you aren’t certain when your region meets. Can’t make a meeting now and again? Having a proxy attend helps build depth and breadth of leadership.
* Assess need for and value of additional skills and identify resources
  + Want to keep learning? We have a Training Resources page to help you keep building skills.