1. **FIRST: Anticipatory Set**: ask the participants questions -- *make it fun, humorous and empathize with them! Get them excited about what we’re going to offer them.*
   * + 1. How many of you like to attend meetings?
       2. What’s the best part of a meeting?
       3. If you could change one thing about a meeting, what would it be?
2. **SECOND:** distribute the **TIPS ON FACILITATING SUCCESSFUL MEETINGS**
3. Explain the importance of these (10) tips
4. **THIRD:** distribute the **MEETING AGENDA TEMPLATE & SAMPLE**
5. Explain that we are offering a “template” if they *wish to use it*.
6. Explain the necessity of having a concise AGENDA – review the COMPLETED SAMPLE AGENDA.
7. Explain that the AGENDA is “data” for their group and can be used to draft status reports for their team.
8. Explain that by adding notes to the AGENDA and using the “Task Schedule**”** - the Team’s MEETING MINUTES will be fast and easy to prepare.