

Worksheet 3d.A2

Competency: Decisiveness—Meeting Methods

Effective meetings have an agenda with purposes and methods. See below for a sample agenda.

Meeting: Coordinating Child Welfare and Court Services September 15, 2015		
Objective: To develop a plan for implementing the Standing Committee on Child Welfare and Court Services		
Facilitators: Jill Hatch, Child Welfare Supervisor, OCFS Robyn Powell, Court Administrator		
Key Topics		
8:00—8:15	<i>Welcome and Purpose</i>	
8:15—8:45	Finalize: <i>Charge of Standing Committee</i>	Small groups review draft; large group finalizes
8:45—9:00	Decision: <i>Representation on SC</i>	Brainstorm and poll
9:00—9:30	Decision: <i>Membership roles and responsibilities</i>	Group discussion
9:30—10:00	Decision: <i>What we are looking for in knowledge and skills</i>	Group discussion
10:00—10:45	Draft: <i>Recruitment Plan</i>	Group discussion

