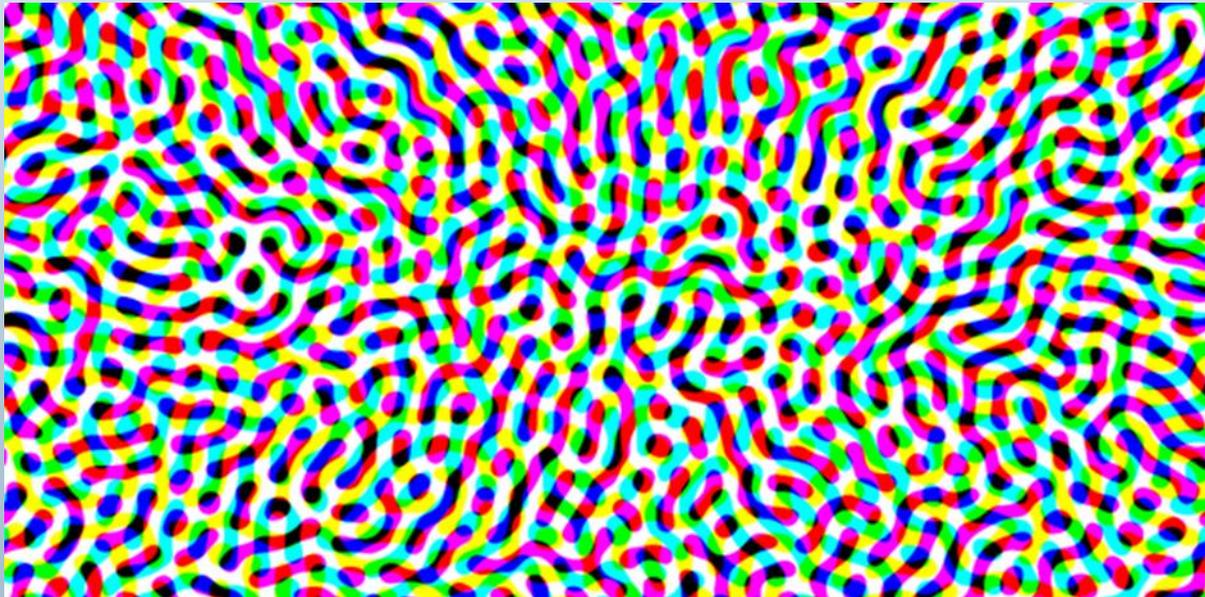


Can You See Me Now?





AGRICULTURE

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Introducing the “Flipped Classroom” Method to Meeting Facilitation

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“Meeting” (noun)

1. the act of coming together; meet in room 3 at two o'clock pm.
2. an assembly or conference of persons for a specific purpose; update of the progress of a project.
3. the body of persons present at an assembly or conference; such as the NACDEP conference!

Traditional Meeting vs. Flipped Meeting

- What does “flipped” mean?
- How do I do it?
- What is the benefit? Are there downsides?
- How do I learn more about this method?

What's the Difference?

Traditional Meeting	Flipped Meeting
Presentation in meeting	Engagement in meeting
Coworking out of meeting	Reading out of meeting
Push communication	Pull communication
Organizer as lecturer	Organizer as coworker
Low learning rates	High learning rates

Traditional Meeting Method

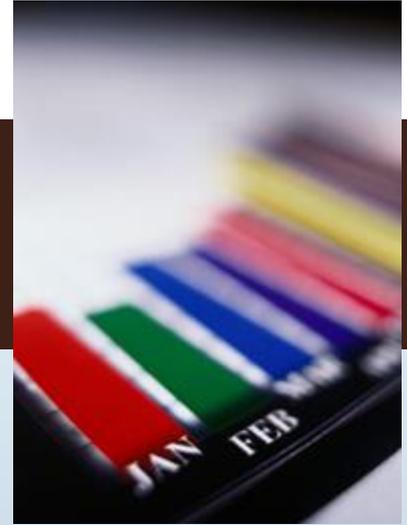
- Traditional meetings are structured to minimize disagreement and debate (an “I talk, you listen” gathering).
- The main speaker presents the materials with very little opportunity for Q & A.
- It is more like a time for announcements rather than a meeting.

Fall Out of Traditional Meetings

- 91% daydreaming during meetings
- 96% missing parts or the meeting all together
- 73% bringing “other” work to meetings
- 39% nodding off (falling asleep)



Pre-meeting Activities



- Yes, there are still preparations to be done!
- Send out an agenda with key points for conversation & materials prior to the meeting that will be discussed (articles, websites, video links, etc.)
- Attendees are to read and/or view materials BEFORE coming to the meeting and ready to participate in conversations.

What are the Benefits?

- Sharing leadership at all levels of the group
- Promotes the sharing of ideas and resources
- Increases morale
- Encourages collaboration and shared ownership of success
- Maximizes efficiency and time management



Post Meeting Activities

- Send a *meeting summary* from the notes:
 - Identify decisions and/or outcomes
 - Recognize any remaining action items
 - Attach any additional materials discussed or requested at the meeting
 - Remind the attendees of tasks and deadlines to keep projects/goals moving forward
 - Quick survey for understanding and feedback
(keep it short, direct and to the point)

Successful “flipped” Meetings

Meetings work best if materials (reading, videos, etc.) are shared no less than 24 hours in advance.

Then:

- Define the meeting objective(s)
- Identify who is driving the meeting
- Request someone to take notes or record on flip chart
- Summarize key actions deliverables and points of accountability
- Ask how the meeting could be improved through a quick post online survey.

Keep in mind...

- New methods take time for adjustment and adoption.
- Pre-meeting information needs to be prepared and distributed before the meeting and post meeting summaries still need to be done.
- As a result, overall time together will be used more efficiently and effectively.

Let's Try a Mini Version!

- Everyone have a playing card?
- The cards represent the “ahead of meeting information.”
- We will separate into groups.
- The “meeting goal” is to create a winning hand as a group. Determine the next steps. Everyone participates.
- “Post survey” How did it go?



Thank you for YOUR time and interest!



Resources:

- “Flip that Meeting to improve outcomes, engagement and satisfaction.” Les Wallace, PhD.,
<http://www.signatureresources.com>
- “Are You Ready to Flip? A New Approach to Staff Development.” Connie S. Burns, Mary M. Schroeder, University of Minnesota, JOE, 10/2014, Vol. 52, Number 5, Article #5IAW4.
- “Flipped Learning: What’s Its Place in the Association of Meetings Space?” Samantha Whitehorn,
<http://www.associationsnow.com>

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