

Sample Meeting Agendas: First Meeting

Use this sample for ideas to structure your first or first couple NVC volunteer meetings. It assumes a time frame of two hours.

Min.	Agenda Item
5	Welcome and Remembrance: (a short poem, story, song, etc. to inspire all and remind why we've come together)
5	Define Purpose of Group: Share your hopes and dreams for the group. Provide context for how it might fit in with other regional/national NVC communities. Make a statement of values you hope the group supports, and an invitation to co-create the group's purpose together.
5	Share Agenda: Review proposed agenda, add/subtract/refine, approve agenda Assign Roles: Time keeper, note taker (passes a list to get names/contact info), etc.
30	<p>Introductions and Get to Know You Activity: Make name tags, Facilitate an activity where each person talks to each other person (or in groups of two or three) for a couple of minutes. -- You can structure this by asking specific questions, including personal questions, such as:</p> <ul style="list-style-type: none"> - What do you enjoy about living in this area? - What are some of your recreational interests? - What might you be doing at 9pm on a Saturday evening? <p>And questions designed to connect with what inspired them to come to the meeting, such as:</p> <ul style="list-style-type: none"> - What about NVC inspires you the most at this moment? - What area of your life, or specific relationship do you hope to improve by learning/practicing NVC? - What is a (social, economic, political) structure or particular organization that you dream could be different if it were aligned with NVC principles? How do you imagine it would look? <p>And questions designed to connect them with their experiences of groups, and hopes for this group:</p> <ul style="list-style-type: none"> - What is your most recent experience of creating something collaboratively in a group? How was that? - What are you hopeful about in terms of participating in this group, or the way it operates?
15	Group Dreaming: Back in the large group, have each person share a dream of where they wish to see compassionate communication in their lives or in the community.
10	Break: Bathroom and non-structured connection
20	Brainstorm and select a Project: Plan a workshop or some other NVC learning event.
10	Choose roles: Review possible roles and tasks needed to support the project. (See "Team Roles and Structure" for ideas.) Request that people consider which of the tasks they might be willing to, and enjoy taking on. Emphasize the importance of self care and choice.
5	Summarize Decisions/Actions: Note-taker recounts decisions, next steps, who agreed to do what actions in by what dates
5	Planning Next Meeting: Whip out your calendars/planners and schedule time/place/topics
7	Evaluation: Needs met/unmet in meeting, suggestions for improvements
3	Closure: A period of silence, or song, or celebration to transition people out of meeting