



Planning a group meeting – leadership workshop

AT A GLANCE



Place

Indoors



Key idea

Learning how to plan a good meeting for younger children



Effort

Materials 10 min · Preparation 20 min



120 minutes



4–12 scouts



from 16 years



learning to lead



Materials

- ☐ flipchart or brown paper
- ☐ printed scouts-cloud templates as examples
- ☐ thick markers
- ☐ clock or timer



Schedule

0–15'	Memories – Which meeting from your childhood has stayed in your mind – and why?
15–40'	Five steps – Go through the planning steps together (see below).
40–85'	Planning – Pairs plan a real meeting for a younger group.
85–110'	Presenting – Each pair presents; the others give feedback: What is strong? What is missing?
110–120'	Closing – Thought: to lead is to serve (John 13:14–15).



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How it works – simply explained

- 1 **Goal:** What should the children experience or learn?
- 2 **Target group:** age, number, special needs.
- 3 **Schedule:** opening, main part, closing – with minutes.
- 4 **Materials and preparation:** What needs to be bought, printed or cut?
- 5 **Plan B:** What if it rains or only half as many come?

 **Example:** "Goal: the Cub Scouts learn the clove hitch. Opening: a rope race. Main part: three stations. Plan B if it rains: sports hall."

Good meetings have ...

- a clear beginning and a clear end,
- a change between calm and active,
- a task for every child,
- leaders who join in.

Safety

- For your own meetings, always clarify supervision and emergency numbers.
- Recommend the leadership training of your own association.

Variations

- Run the planned meeting with a real group and review it afterwards.

Something to think about

What kind of leader do you want to be for others?