

version 1.0

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The kick-off meeting is slightly different to a normal m-LAH meeting. The kick-off meeting has four steps that should be done just once. These words are just a suggestion - the facilitator may choose other words.

0. KICK-OFF

This is the first meeting, we call it the 'kick-off meeting'. And the kick-off meeting is slightly different. Before we jump into the normal m-LAH meeting, there are four steps we need to do :

- 1. check that everyone is in the chat-group
- 2. check that everyone is logged into the app
- 3. talk about data-sharing
- 4. talk about safeguarding

0.1 CHAT-GROUP

Is everyone in the chat-group ? Please log into the chat-group Please write something in chat-group.

0.2 LOG INTO THE APP

Please log into the app : <u>https://m-lah.com</u> Use Google, Microsoft or Facebook ID. Click on our school. Find our group and click on the **'Join'** button.

1.3 DATA SHARING

Each person can decide what data to share. In the menu click on **'My Profile'** The data-sharing options are in your profile. If you want, you can read the full data sharing policy on the website.

1.4 SAFEGUARDING

Anonymity is a founding principle of m-LAH. Anonymity allows people to talk in confidence. But where there is a 'safeguarding' issue, it is possible to break the anonymity principle. You probably already have a chat-group (whatsapp/insta/snap ... whatever). Make sure everyone is in the chat-group. Make sure everyone can post.

All participants should log into the app. Admit each person into the group. Ensure each person is in the group (they might have to refresh the page).

All participants control their own data. They can hide from the school. They can also hide data from observers (but this stops facilitators from seeing activities , so not really recommended). Here is the m-LAH data-sharing policy : <u>https://m-lah.org/data-sharing/</u>

You might want to discuss the balance between anonymity & safeguarding. Participants can download the m-LAH Safeguarding Policy here : <u>https://m-lah.org/safeguarding/</u>

We have finished the 4 kick-off steps and now we start the normal m-LAH meeting .

CAH Kick-off Meeting Guide

1. OPENING

WELCOME

Welcome to this m-LAH meeting. We hope you find it a useful space to focus on the activities that are most important to you.

1.1 GROUP CULTURE

We start by reading the Group Culture. Please login to the app to read the culture. <u>https://m-lah.org/m-lah-group-culture</u>

1.2 TIME & DURATION

This meeting is due to be x minutes. We should finish by x o'clock, that means we will have approximately x minutes per person.

1.3 MEASURABLE

Before we start, this is just a reminder that all activities should :

- > be measurable
- > be time-bound
- > have a measure of effort (points)

1.4 MARK LAST WEEK'S ACTIVITIES

Before we start, can you log into the app and mark your activities from last week as complete or incomplete. Start the meeting with a welcome.

It is useful to read the group culture, it establishes that attendance is voluntary.

The group discusses meeting length. Meetings are normally 60 minutes. You should calculate the time for each share.

The group might discuss measurability.

Make sure that everyone uses the app to mark their activities as complete or incomplete.

CAH Kick-off Meeting Guide

2. SHARES

2.1 GOALS

What are your long-term ambitions or goals ? Do you want to go to Uni or get a job or a flat ? Would you like to share your goals with the group ? Please write your goals into the app.

2.2 ACTIVITIES

And what activities would you like to do, in the coming week, before the next meeting ? What would you like to do ?

SUMMARISE & CONFIRM

So, you would like to do :

- ... this
- ... that
- ... the other
- is that correct ?

2.3 ASK FOR FEEDBACK

So, this person would like to do this, that and the other what do you think of these activities ? ... and how many points for the activities ? Goals is an optional step. You might talk about long-term goals, but normally only in the first meeting. One or two goals is normal.

Activities are short-term actions. If the person can't think of activities, you can ask other people to suggest activities.

Summarise & confirm activities. All activities should be measurable. You may ask a participant to re-word the activity so it's measurable.

Go round the group and ask for feedback from each person in turn. Make sure you ask a different person to start the feedback, each time.

Allow anyone that wants to, time to feedback. But also, keep the meeting moving, get the balance right.

When someone has given feedback, thank them before asking the next person for feedback.

Points are a measure of effort. A good rule of thumb is to give one point for one minute of activity. But also think how difficult it is to complete an activity - a 30 min run is

Activities should be 'completed-by' the next meeting.

easy for some and difficult for others.

Thank the sharer before moving to the next person.

2.4 ADD ACTIVITIES INTO THE APP

Are you happy with your activities ? Please enter them into the app. How many points is each activity worth ?

2.5 THANK THE SHARER

Thanks for sharing that.

CAH Kick-off Meeting Guide

3. CLOSE

3.1 NEXT SESSION When is the next meeting?

3.2 BID OF THANKS

Would you like to say the bid of thanks ? <u>https://m-lah.org/bid-of-thanks</u>

Agree with the group when the next. meeting should be.

Some groups say a Bid of Thanks. The Bid of Thanks is optional.

3.3. REPORT

Anyone that has attended a meeting can create a meeting report. If the group is run by a school or Sponsoring Institution, then the facilitator <u>must</u> create a report.

In the App, click on 'Create Meeting Report'

- 😑 green all good, nothing to report
- *orange something to report but happy to continue*
 - red something to report, the group will be suspended

99% of meetings will be green - nothing to report.