**Best Practices for Successful Worksite Meetings**

**Have a Purpose:** The reason for the meeting should be fresh, timely and important. The reason to attend should be clear and have a sense of urgency.

**Set Goals:** Decide specific goals for your meeting. What do you want to accomplish through it?

**Prepare an Agenda:** Include the purpose and main points of the meeting; this helps us prepare.

**Turn-out Plan:** When inviting people to the meeting, express urgency and share a compelling reason for the meeting. Examples: “We are meeting because negotiations are coming up and we need to hear from everyone!” or “Come to this meeting to talk about how we can fight for better pay for secretaries!”

Contact people in at least two different ways to turn them out to the meeting. ONE of these ways should always be one on one contact; the biggest reason people come is because of personal connections.

Providing snacks, donuts or lunch is another good way to encourage people to join together at work.

*Turn-out techniques:*

* One-on-one at workplace
* One-on-ones via phone
* Personal invitations
* Email blast
* Tweets
* Face book update

**A STRONG WORKSITE MEETING AGENDA:**

**Listen, Listen, Listen:** Every meeting should include asking your co-workers how it is going at work. Encourage them to talk about workplace concerns. If we find ourselves talking too much from the front of the room, STOP and ask questions.

**Share a Vision of how we can win:** When members talk about issues, listen first, ask questions, and discuss what kind of union action might help solve the problem. The union is not limited to helping through grievances alone. **Our real power is people power**.

*Here are five options:*

**1.** Direct action (people power) to change policy or management actions

**2.** Grievance process

**3.** Bargaining changes in contract

**4.** Legal action

**5.** Political action

**You can combine these options and/or do them simultaneously.**

**The Ask:**Every meeting should include an “ask” - asking co-workers to take a specific action. An ask might be: sign a membership card, sign AFSCME Strong re-commit cards, become PEOPLE MVP’s, agree to pass out leaflets or surveys, commit to call five people to turn out for a march on the boss or another workplace action. Always have an ask. End each meeting with assignments and then plan the follow up.

**The overall theme of our meetings should be PEOPLE POWER:**

**by acting together, as union members, we make a difference!**