How to involve new active members of an organisation

Information

Objectives of the Session
- To strengthen an organisation on a regional and subsequently national level
- To teach the participants the difference between facilitating and dominating
- To teach the participants that organisations only work if everybody is heard
- To teach the participants how to make sure that enthusiastic new members remain active in the organisation

Participants' Learning Objectives
- To become more reflective of how they facilitate
- To improve their facilitation skills
- To see themselves as leaders

Risks
- Maybe the participants don’t know enough about the organization beforehand
- If the facilitator doesn’t work with the organisation on a daily basis, or is not very up to date on the what is happening in the organization it can be very hard to facilitate this
- The facilitator didn’t read the OBESSU Manual for School Students 2016 carefully enough
- The participants don’t want to speak up about experiences regarding regional organization work

Background information
I held this workshop for 24 members of the board of my organisation and they were/are all core members of the organisation

Tips / things to take into consideration
This session shouldn’t be held if the organisation isn’t divided into regions or sup-organisations of some sort. The session should be customized so it fits the people that are participating and the organisation.

Requirements

Time required
90-100 minutes

Space required
Meeting room (preferably with enough space for the participants to work in groups)

Group Size
A minimum of 8-10 participants, but it is possible to have more (recommended to have at least 1 facilitator pr. 20 participants)

Group Info
The participants must be: Between 15-20 years old Very active in the organisation Prepared to facilitate meetings/events themselves
Materials required

- Computer (with PowerPoint or Prezi)
- Paper and pens for all participants
- 1 projector
- Flipchart for the SWOT analysis made in plenum
- Preferably one copy of the pages 10-27 from the OBESSU Manual for School Students 2016 for each participant (given after the session)

Preparation needed before starting

- Read the OBESSU Manual for School Students 2016 page 10-27.
- Make a PowerPoint with bullet points from these pages, but also use some graphics or short videos, and be mindful of using colour well, and not over loading a slide with information
- Examples of bullet points:
  - Intro (what are we going to talk about)
  - Activism
  - Youth participation
  - Different kinds of students (activists, motivated but passive and de-motivators)
  - Motivation
  - Be inclusive
  - Keep them involved (make sure to read page 15-16 carefully, a lot of key points here)
  - Topic-wise involvement
  - Divide tasks
  - Facilitate do not dominate (be a leader not a boss)
  - Minutes (It cannot be stressed enough how important this point is page 25)
  - How to communicate

- It is important that the facilitator(s) are core active members of the organisation (board members, secretariat, presidency and so on) hosting the event. This is important because the facilitator has to be able to explain how the organization works in detail.
- A template, where the participants can write down their SWOT analysis.
- An example of a SWOT analysis fitting to the organisation that is talked about

Activities step by step

Step 1:
5 Minutes

Introduction to what the session is about

Step 2:
510 Minutes

Explain what a SWOT analysis is and make them do one individually about how they involve new active members

Step 3:
15 Minutes

Divide them into groups of 4-5 and give them time to explain how they include new active member and their analysis

Step 4:
2025 Minutes

Present the first part of the PowerPoint (in the example it would be from the part Activism to Topic-wise involvement)

Step 5:
2 Minutes

Questions

Step 6:
10 Minutes

Divide them into the same groups and make them do SWOT analysis with their new information in mind

Step 7:
2025 Minutes

Present the second part of the PowerPoint (in the example it would be from Divide tasks to How to communicate)

Step 8:
10 Minutes

Make a SWOT analyses together with the entire group

Step 9:
5 Minutes

Questions

Step 10:
5 Minutes

Short pep talk about how student organizational work is something that young people do together, and how it cannot work without all parties are involved, well informed, organized and structured.

Step 11:

And closing of session