

## **What do you do when a luncheon meeting speaker cancels, reschedules, or no shows?**

### **NACW Luncheon Meeting Hints, Tips, and Activities**

Hints and tips to assist the chapters when a scheduled luncheon speaker is not able to attend. This can happen in a variety of ways and can be handled in a variety of ways. Many of us have experienced guest speakers who have postponed and/or rescheduled. We've also had a few surprises because of something unforeseen that has happened at the last minute or unfortunately some have experienced a no show. Whatever the situation, there are creative options and solutions at your fingertips. Let's get started!

**Situation 1:** Your guest speaker has just contacted you and they need to postpone. It is one to two weeks away. What do you do?

- Contact a few of your speakers that are scheduled for future dates to see if they would be willing to switch.
- Review the Speaker List that is now on the website for possible speakers.
- Have your own go to list of individuals that you can contact in a pinch.
- Seek out your board members or select members for support for possible speaker contacts or as possible speakers.
- Utilize your luncheon tools and activities

**Situation 2:** Your speaker has just contacted you a day or two before and cannot make the luncheon. What do you do?

- Review your own “go to list” of individuals that you can contact in a pinch.
- Seek out support from your board members or select members for possible speaker contacts or as possible speakers.
- Utilize your luncheon tools and activities

**Situation 3:** You have a speaker that has no showed. This can be stressful, but with the right preparation, it can be a great opportunity to share best practices and to learn more about your members.

- Utilize your luncheon tools and activities

## **Luncheon Meeting Hints, Tips, Tools, and Activities**

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There are several activities relating to a variety of themes and practices. The main objective is for members to have an engaging and fun time sharing best practices and connecting with one another engaging in personal and professional growth.

The key to a great activity is making sure you do the following:

1. Always share the purpose and/or objective of the activity
2. Provide clear instructions
3. Provide appropriate time for the activity
4. Activity can be working in pairs, as a table, as a large group, or all of the above.
5. During the activity, provide support when needed
6. Once the activity is completed, provide time for reflection and/or debrief

## **Networking and Making Connections Activities**

### **Champions Activity:**

*This is...*An icebreaker activity in which participants introduce each other so that others see what strengths they have.

*Use it to...*Introduce participants to each other in a positive, upbeat way that emphasizes each participant's value of what they do professionally.

*Best group size...*Up to about 20. A larger group will work also.

*Time.....*30-40 minutes depending on the size of the group

*Here's how...*

1. Have participants pair up.
2. Allow 5-10 minutes for participants to interview each other and learn more about each other and what they do.
3. Each participant then introduces his or her partner to the group.
4. The introduction should “sell” the person on how great he or she is and on how what they do is of value to the group/membership and to their organization or company

*“Tips for success...*Make sure participants understand that the goal is not just to introduce their partner. The goal is to champion him, to show the rest of the group what a great asset their partner is to the meeting, team, or group.

(American Management Association, 2016)

## **Slogans and/or Marketing Tagline Activity**

*This is...*An icebreaker activity in which participants put on their name tag or index card famous slogan or tagline that they most identify with.

*Use it to...*Help large groups start to learn each other's names and get to know each other better.

*Best group size...*Unlimited.

*Time....*20 minutes depending on the size of the group

*Materials you'll need...*A name tag or index card for each participant. A pen for each participant.

*Here's how...*

1. Have participants write their name on their name tag or index card.
2. Next to their name, participants are to put a famous slogan or marketing tagline that they identify with strongly.
3. Have the participants mingle, sharing with each other why they chose the slogan or tagline they did.
4. Debrief or Reflect: What was your take away from this activity? How can this be beneficial to you?

*Try these variations...*

- Rather than logos, have participants use a famous marketing tagline or slogan.
- Break the group into small teams of four to six members. Have the team choose a logo, slogan, or marketing tagline that best represents them.

(American Management Association, 2016)

## **Similarities and Differences**

*This is...*An introductory activity in which participants are challenged to find how they are similar and different from each other.

The purpose is ....Participants learn new and interesting things about each other and connect with each other.

Use this when....Individuals do not know each other well and building connections.

Materials you'll need ....an index card or sheet of paper and a pen for each participant.

Here's how.....

1. Give each participant an index card and a pen
2. Have them divide their cards into three columns headed by Name, Similar, and Different
3. Have them mingle and try to fill their card with as many names as possible
4. For each name, they find something that they have in common with the other person and one way they are different

For example.....Name (Sue) Similar (We love to travel) Different He or She likes country music.

Ask these questions.....

- How difficult (or easy) was it to share information about yourself with others?
- What surprises did you have finding similarities and differences?
- What was your big take away from this activity?
- How can this benefit you?

Tips for success....

- Encourage the participants to not duplicate any answers. If you find a second person with whom you share a love of chocolate, try to find something else you also have in common with that person.
- Encourage them to have their similarities and differences be unrelated.

Try these variations.....

- Limit similarities and differences to only work related items or only personal items
- Divide the group into team of four to six participants. Have each team find one thing all members have in common and where all members differ. After a few minutes, shuffle the teams, and repeat.

(Miller, 2004, p. 66-67)

## Activities: Sharing Best Practices as Professionals

**Topics: leading others, handling change, improving morale, effective communication, motivating others, dealing with conflict, etc.**

### Snowball Game:

This is an activity that is a variation of “Consultants”

This is.....An activity that allows participants to give each other advice on how to handle work or professional problems

The purpose is....Participants get help solving problems or get creative ideas for dealing with work issues or professional growth.

Materials you'll need.....

- Paper and pens for each group or individual
- Have each table choose a number ( table 1, table 2, etc)

Here's how.....

1. Each participant writes one challenge or concern they currently face at the top of a piece of paper. Give two minutes to do this.
2. Have everyone pass their papers until the papers return to the original owners at their table.
3. Give each table an opportunity to discuss their challenge and feedback within their table.
4. Have each table choose their top challenge and place their table number at the top of the paper.
5. Form your paper into a ball and throw or toss your snowball to another table for their advice.
6. Once again the table will pass the paper around their table to add their advice.
7. Once completed, the table or tables will pass the paper back to the original table once completed.
8. The table will review the advice and encouragement relating to the challenge.

For example, you should have a problem or challenge stated along with solutions to the problem or challenge.

Ask these questions.....

- How many got one or more ideas that will truly help them resolve their issue?
- How did you feel having to give advice? (On the spot, at a loss, honored and respected, pressured to come up with something fantastic, etc.)
- Why do we not ask each other for help more often?
- What implications does this have for us professionally and personally?
- What was your big take away from this activity?

Tips for success.....

- Encourage partial advice. If a participant cannot think of advice, he or she can write a few words of encouragement and support or suggest another resource to go to for advice.
- The advice does not have to be revolutionary or complete. Usually the first thought that comes to mind is a good one.

(Miller, 2004, p. 126-127)

## References

- American Management Association (2016, October 12). Activities for Your Next Meeting. Retrieved from <http://www.amanet.org/training/articles/three-icebreaker-activities-for-your-next-meeting.aspx>
- Miller, Brian Cole (2004). *Quick Team-Building Activities for Busy Managers*. New York: American Management Association.

# **NACW Luncheon Meeting**

## **Hints, Tips, Tools, and**

## **Activities**

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