# Organising a Joint Meeting

## What is a joint meeting?

A joint meeting is a time for exchange between several actors directly or indirectly involved in the same training process. For example: if the project concerns young learners, their parents or relatives should be invited to the meeting in order to involve them in their child's learning.

The learners' involvement in the meeting is not automatically prepared in advance. It is a free space in which people who want to intervene voluntarily can express themselves.

Participants' testimonies can illustrate the work carried out during training sessions. These testimonies are also given freely. Learners are thus encouraged to speak and tell their experiences to the audience.

## What are the objectives of a joint meeting?

The main objectives of a joint meeting are to encourage the emancipation of young learners by making those around them aware of the training they are undergoing. The family and friends will thus be able to support the young person in his/her ability to act and in his/her socio-economic integration process. The learner will feel valued and well surrounded.

Several joint meetings can be organised during the course of the learners' training. Each meeting will of course have different aims depending on the point at which it takes place in the course.

- Thus, a **joint meeting at the beginning of the course** will aim to meet the learners' entourage and encourage their involvement.

- **A joint meeting in the middle of the course**: will aim to highlight the progress made by the young people and to facilitate their learning conditions.

- **A joint training review meeting**: will aim to share experiences of change and highlight the progress made by the learners.

## How to organise joint meetings?

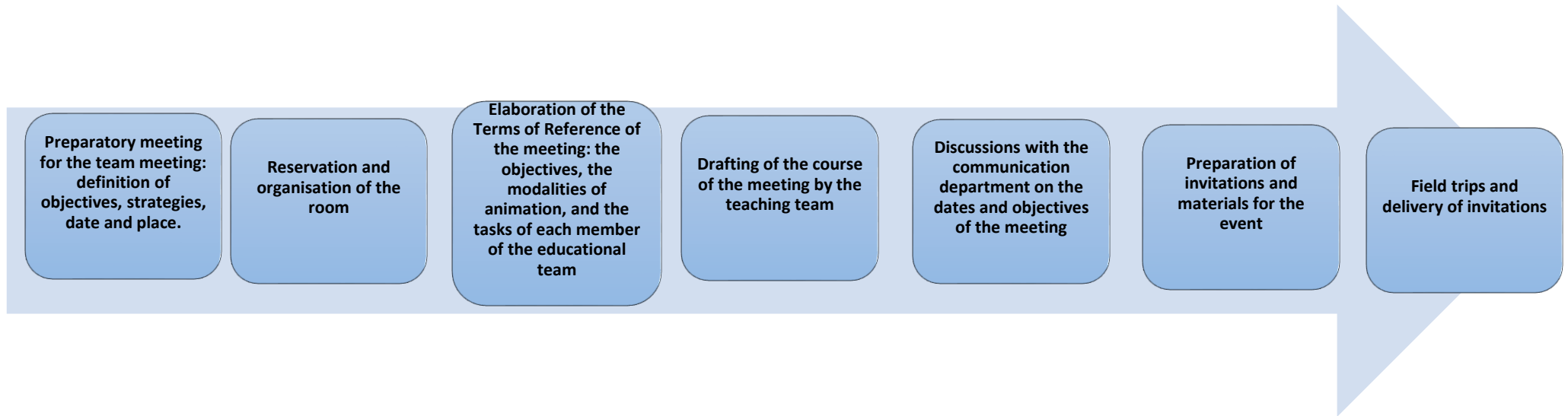In order to carry out the process linked to the preparation of joint meetings in a perspective of emancipation of the learners, three main stages have been identified:

1) Prior to D-Day: **The organisation of the meeting**

2) On D-Day: **Preparing and holding the meetin**g
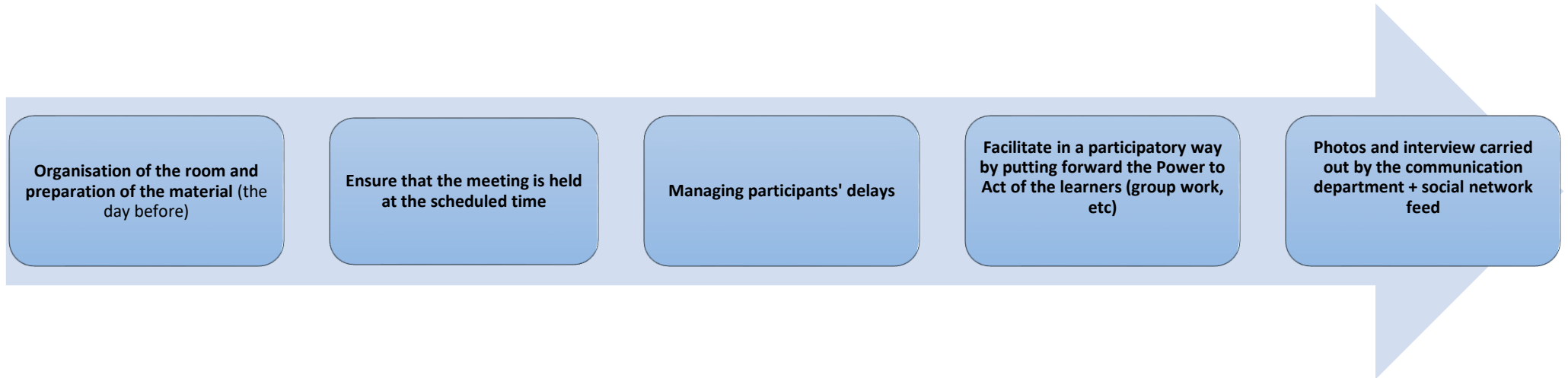
3) At the end of the meeting: **Assessment**

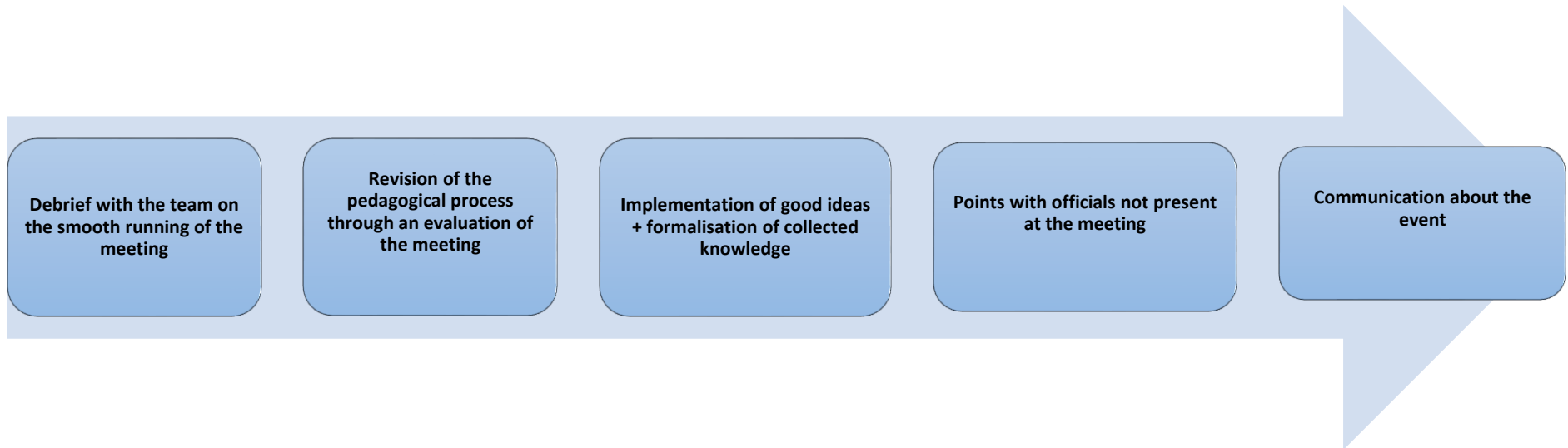The friezes below summarise the different steps to be taken in order to carry out this meeting.

## 1) Before D-Day: **The organisation of the meeting**

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| Preparatory meeting for the team meeting: definition of objectives, strategies, date and place. | Reservation and organisation of the room | Elaboration of the Terms of Reference of the meeting: the objectives, the modalities of animation, and the tasks of each member of the educational team | Drafting of the course of the meeting by the teaching team | Discussions with the communication department on the dates and objectives of the meeting | Preparation of invitations and materials for the event | Field trips and delivery of invitations |

## 2) The day before and the day of: **Facilitating the meeting**

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| Organisation of the room and preparation of the material (the day before) | Ensure that the meeting is held at the scheduled time | Managing participants' delays | Facilitate in a participatory way by putting forward the Power to Act of the learners (group work, etc) | Photos and interview carried out by the communication department + social network feed |

**3)** At the end of the meeting : **Assessment of the meeting**

| Debrief with the team on the smooth running of the meeting | Revision of the pedagogical process through an evaluation of the meeting | Implementation of good ideas + formalisation of collected knowledge | Points with officials not present at the meeting | Communication about the event |

**Aims:**

- To promote the emancipation and self-esteem of the learners of a training course by involving, at different stages of the course, their relatives.

- To raise awareness among the learners' family and friends of the power to act in their own community.

**Practical use:**

Mixed meetings can be organised on different occasions during the same training course, respecting each time the preparation, facilitation and evaluation stage of the meeting.

**URL of the article**: http://atelier.fdh.org/en/take-action/our-tools/facilitate/article/joint-meeting?lang=en

| Author : **APEF** |
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