



Cristian
McGough
Coordinator
of Fraternity &
Sorority Life

Group Communication Basics

Student Organization Leadership
Conference
Fall 2023



Tony Pang
Director
SLIC

CHECK LIST:

- chat

SHARE

Agenda

- Ice Breaker
- How to Prepare for Meetings
- Tips on Effective Communication
- Idea Sharing
- Questions



Get into Pairs

- Introduction
 - Your name, pronouns, position, and student organization



Ice Breaker

Instructions

- Find a space separate from others
- Sit back to back
- Presenter – one of you will have a sheet that has shapes. You must describe this to the Listener so they are able to draw a copy.
- Listener – follow instructions from your Presenter partner and try to draw what they describe.

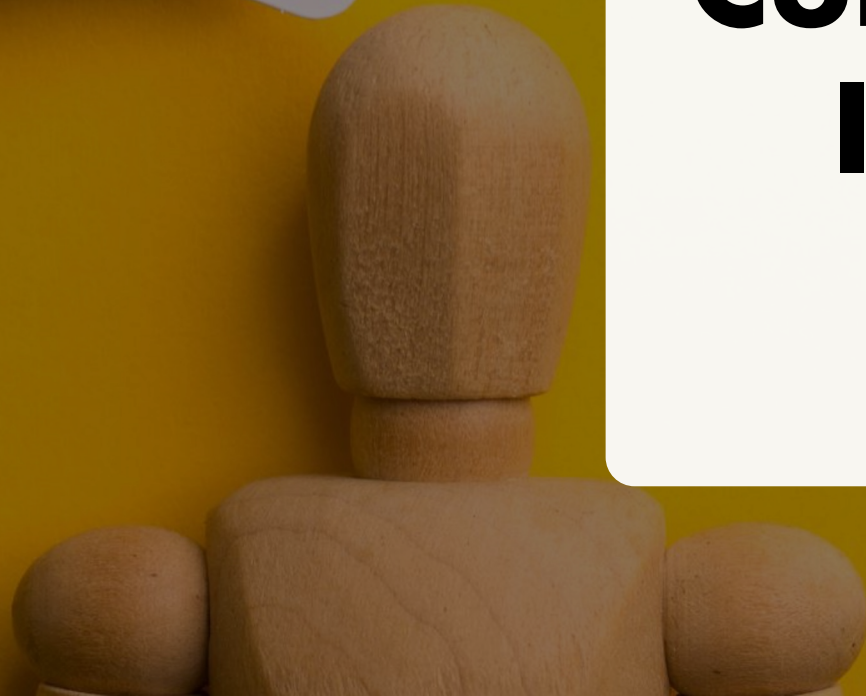


Debriefing Questions

- How was that experience? For the Presenter? For the Listener?
- What worked well? What was challenging?
- What would you do differently if you had to do the activity again?
- How do you think this applies to group communication within your student organization?



**Why is
Communication
Important?**



How to Run Effective Meetings

1

Create and share your meeting agenda as early as possible

2

Link any relevant materials in advance

3

Assign facilitators to agenda items

4

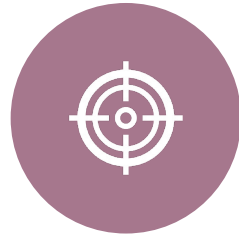
Define agenda items

- Are they informational, discussion, or action items?

5

Use agenda during meeting to track notes

What goes into a meeting agenda?



WHAT IS YOUR MISSION & PURPOSE?



OVERVIEW OF ITEMS



PREVIOUS AGENDA ITEMS



NEW BUSINESS ITEMS



DURATION OF TIME FOR EACH AGENDA ITEM



NEXT MEETING DATE

Example of Agenda

Meeting Agenda

Location:

Date:

Time:

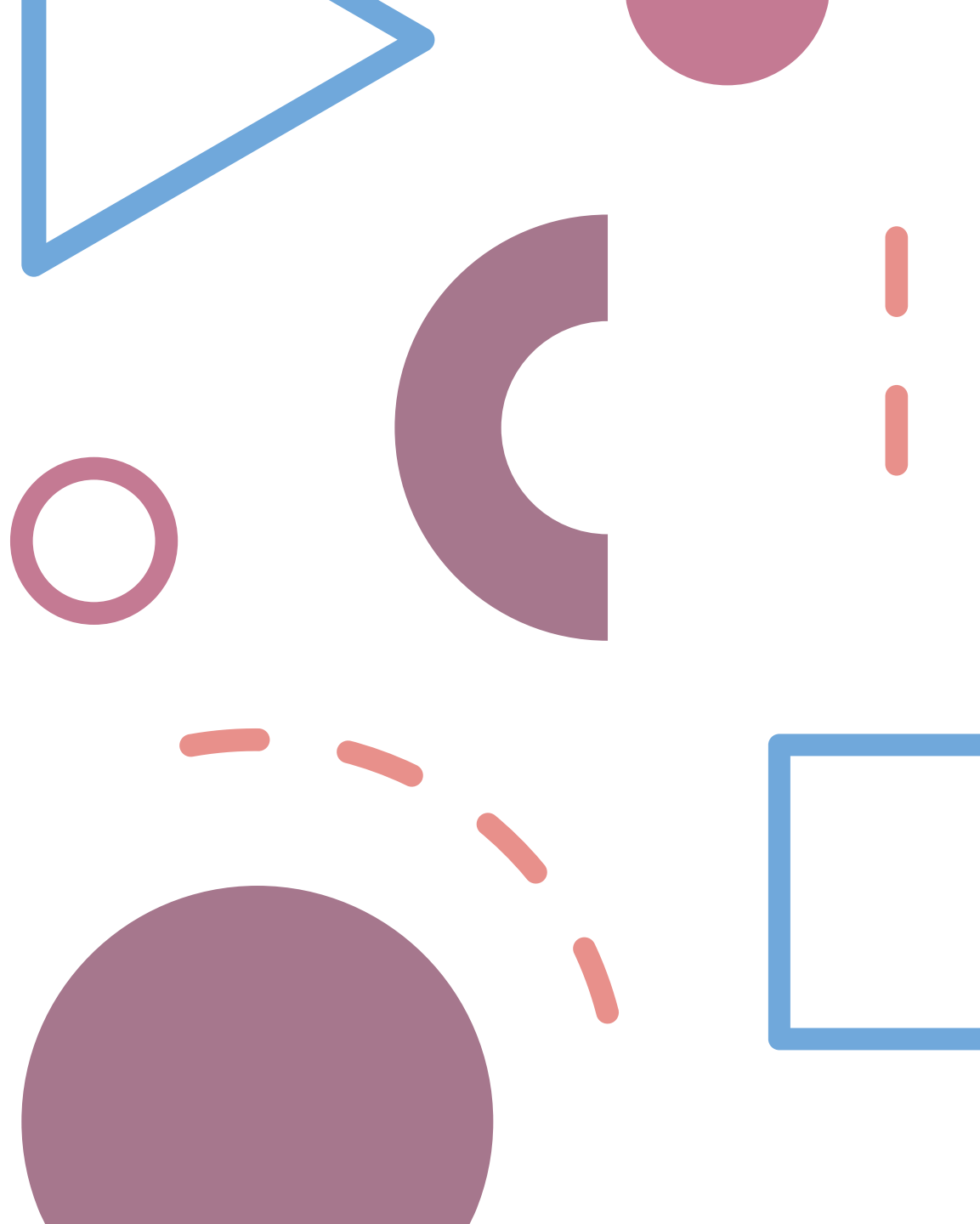
- I. Introduction (5 minutes)
 - a. Introduce the executive board or new members
 - b. Take attendance
- II. Old Business (10 minutes)
 - a. Discuss any previous agenda items that were not completed
- III. New Business (25 minutes)
 - a. Provide new updates for the team
- IV. Conclusion
 - a. Next meeting date:
 - b. Contact information



Tips on Effective Communication

- What is the best method of communicating?
 - Emails vs. Texting
- How soon should you provide updates or notifications?
 - Notification within 72 hours
- Including advisors and other support networks

**What has worked
for you and your
organization?**





Thank You

Have any questions, feel free to
reach out to SLIC!

slic@csusm.edu