

## LEARNING

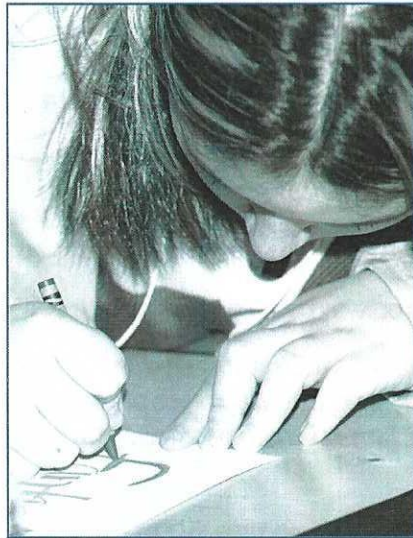
Being an effective self advocacy group involves learning new skills.

After all, not everyone is good at making decisions, or dealing with money.

Sometimes, the whole group may want to learn a new skill. Sometimes only one or two people, such as officers of the group, will need to learn a particular skill.

*For example:*

The treasurer of one group needed to learn how to put money into the bank and take it out. So he spent several sessions with the advisor, visiting the bank and learning things like how to use a chequebook.



## The Agenda

### What is an Agenda?

An **AGENDA** is a list of things your group has decided to talk about at a meeting.

Each thing on the list is called an **ITEM**.

The **AGENDA** is a list of these items.

### Why have an agenda for meetings?

An agenda may sound rather unnecessary for a meeting of a group of friends who want to just get together and talk about things.

**BUT** there are several reasons why having an agenda is a good idea.

An agenda can:

- help people to get through the business of the meeting
- help people remember what the business of that is meeting is
- help individuals remember if there are particular items they especially want to speak about

You can make sure you get through all the business by allowing a certain number of minutes (roughly) for each item on the agenda.

You probably won't stick to the agenda exactly, but it will give you a rough idea of how many minutes you will need to talk about each item on the agenda.