Defeating Your First Floor Meeting

with HD Jen
What's the purpose of the first floor meeting?
Ironing Your Cape... & Other Prep Work

• Advertise in advance
  – Remind people as you see them
  – Knock on doors
• Make a sign in sheet
• Have an outline
  – Estimate times
• Don’t wing it. Practice!!
General Layout

1. Chat with people as they come in
2. Introduce yourself
3. Explain what you’re covering at the meeting
4. More info about yourself
5. Residents introduce themselves
6. Do ice breaker
7. Provide Information
   - Hall staff & facility amenities
   - Your floor vision
   - Expectations
   - Policies
8. RHA, programs, & other opportunities
9. Questions
10. Stick around for personal concerns
11. Follow up with people later
Facilitation Tips

• First impressions are **HUGE**!
  – Meeting sets the tone
  – Give a strong greeting
  – Body language

• Talk **louder** than you think you need to

• Tell them a lot about yourself
  “This is my first year...”

• Show you’re caring & trustworthy

• Lure them with snacks(?)
First Year Students

• What’s an RA do?
  – Community builder
  – Educator
  – Police enforcement
• How to find you
• More depth on policies
  – Guests, quiet hours, etc.
Upperclass Areas

• They’ve already had an RA (+/-)
• Policies
  – Can go quicker
  – Be sure to cover big ones
  – Note any changes
• Ice breakers
The Hard Stuff

• Approach policies like you want them to be successful & to be successful, they need to not violate policies.
  – This shows you care about THEM, not just policies
• Be like ice cream
• Explain boundaries
• Use examples to illustrate policies
Handling Issues & Questions

• Set basic meeting rules
  – Acknowledge disruptive behavior

• Expect they might challenge you
  – Don’t mislead them about yourself or policies
  – Don’t make up answers
  – Don’t leave a question without an answer

• Be familiar with the Housing policies yourself

• Really specific questions taking up time?
  – Ask them to speak to you later
Most Importantly...

• Smile 😊
• Have some **personality**.
• Be you!
• Remember we gave you this job because we know you can do it
• **Fake it `til you make it**
Ice Breakers
Power Posing

• http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are
Questions?