

S.P.A.C.E.R

What exactly is a **S.P.A.C.E.R.**?

A SPACER is a reminder for starting a meeting or a training program the right way.

S is for **Safety**. Begin each meeting with a safety tip. This can be a workplace safety tip such as always wearing safety glasses when touring a Chemical Plant or a personal safety tip such as always keeping you're your passport in the same place when traveling.

P stands for **Purpose**. What is the purpose of the meeting/event? Why are people attending? This could be the same as the learning objectives in a training situation.

A is for **Agenda**. Every meeting should have an agenda that is distributed in advance. A thorough agenda includes meeting location, names of participants, time frames and meeting purpose. If the meeting is off site, directions should be included with the agenda.

C is for **Code of Conduct**. In training, we also call the code of conduct ground rules. A suggested code of conduct might be:

- Begin and end on time
- Listen with respect to each other
- No cell phones or pages

E is for **Expectations**. What do the participants expect? What does the facilitator or trainer expect? There are many ways to gather expectations. You can ask for them ahead of time, you ask the participants to write them down on post it notes and then post the notes on a flip chart or you can go around the room and ask every participant. There is no one right way.

R is for **Roles** and responsibilities. During a meeting, there should be a timekeeper, a scribe, a facilitator, and attendees. The facilitator does not have to know anything about the meeting topic. Their job is to keep everyone on track and to facilitate the meeting. During a training session, there will be an instructor and participants. The instructor might ask the participants to take on different roles and responsibilities during the course of the training.

Left Brain Leverage

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