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| 1. **NAME** of the resource / tool
 | **Effective Meetings Training Series (2 sessions)** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This 2-part training supports community members in building the skills needed to: * Plan and manage meetings effectively
* Create annotated meeting agendas and facilitation guides
* Facilitate productive, results-oriented meetings
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| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Capacity Builder Kris Hampton developed this training series using resource materials that include:* CSSP’s facilitation training materials
* *How to Facilitate an Effective Meeting Guide*, Bay Area Coalition of Equitable Schools, 2007
* *Harnessing the Strengths of a Team*, Brian Bell, 2014
* *Facilitators Guide to Participatory Decision-Making*, 2nd Edition, Sam Kaner, 2007.
* *Agency, Systems & Community Health Improvement Training,* Laurie Call
* *The Skilled Facilitator New and Revised,* Roger Schwarz, 2002.
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| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | * Training content is meant to be shared via two 2.5-3 hour sessions.
* Presentations can be facilitated by support organization representatives or trained community leaders (facilitation and/or presentation skills) on an as needed basis
* Target audience for this training are community-resident leaders and agency staff
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | * This training series was successful in supporting 3 Best Start communities’ transition to community-based facilitators (vs hired staff/consultants).
* These trainings are interactive and tend to connect well with participants through the hands on experience.
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