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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 |
| 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. |
| 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 |
| 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. |