



Northeast & Caribbean (HHS Region 2)

PTTC

Prevention Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration

The HHS Region 2 Northeast and Caribbean Prevention Technology Transfer Center
presents:

Making the Magic Happen in a Meeting: Meeting Facilitation Skills

Webinar: Thursday, April 25, 2024
9:00 AM – 12:00 PM (EST)

Meetings, do we need them? How do we make them meaningful?

In the field of prevention, we often have the responsibility of facilitating meetings. We use meetings to bring community partners together, to coordinate work, to create buy-in, and to facilitate community change, but most of us facilitate meetings without training on how to organize and run effective meetings.

How do we get people to the table, and once there get (and keep) them engaged? How can we make the most of our time together and ensure everyone feels their time was honored and well-spent?

Join us for this interactive, 3-hour workshop, where participants will learn practical skills to plan and facilitate effective meetings.

Learning Objectives

After the session, participants will be able to:

- Articulate the cost and value of meetings
- Develop an attendance strategy, create a strong agenda, select an effective format, define roles, and manage logistics
- Prevent uh-ohs in advance and avoid meeting disasters
- Encourage meaningful participation and collaboration
- Conduct effective post-meeting follow up and foster ongoing engagement

Presenters:

Jamie Comstock and **Robin Carr** of Info Inspired. Jamie Comstock and Robin Carr founded Info Inspired in 2014. Both are certified prevention specialists with over 30 years of combined experience in the field.

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Questions? Please contact cneary@ssw.rutgers.edu