

## Hosting a Meeting Using Principles of Trauma Informed Care

### Preparing for the Meeting

- Have water and healthy snacks available- try to limit processed sugar
- Have fidget toys
  - Helps with focus
  - Have a few options- too many though can be a distraction
  - Basket on the table or few piles- Accessible to all
  - Options: Rubber bands, crayons and paper, stress balls, play dough, pipe cleaners
- Room Environment
  - Be mindful of space- too big or small?
  - Ensure there is access to the door
  - Seating- not too close
  - Temperature
  - Outside distractions
  - When variables can't be controlled- debrief the group on what things may come up

### Starting the Meeting

- Description of expectations and reminders about caring for yourself
  - Length of meeting
  - Moving around to be comfortable- standing, walking, stretching
  - Directions to restrooms
  - Break times, however can leave when needed
- Right brain activity
  - Icebreaker or sharing
  - People can connect before moving into content
  - Remind people that they can "pass"
  - Model the game to set clear expectations
  - Activities should not include touching or revealing personal trauma information

### During the Meeting

- Think about materials
  - Many formats as possible: paper, screen, etc.
  - Provide in advance
- Language
  - Explain acronyms
  - Have a list of frequently used acronyms on the wall
  - Reflect on the choice of words that you use
- Take breaks
  - Have scheduled breaks