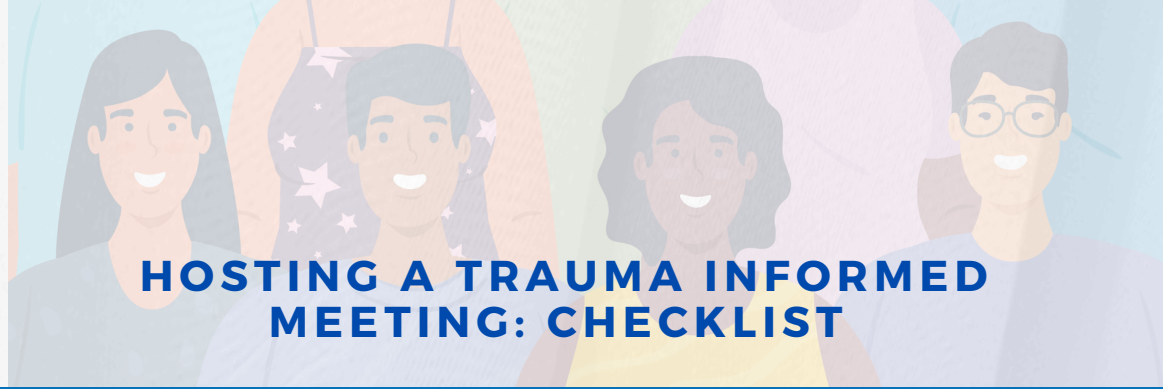




Promoting Prevention.
Committed to Wellness.



HOSTING A TRAUMA INFORMED MEETING: CHECKLIST

PRE-MEETING

Thoroughly preparing for meetings can increase facilitator confidence while creating more inclusive environments in which attendees know what to expect and feel cared for in the process.

- Planning:** Access the room's ability to be as inclusive as possible. Think about spaciousness in relationship to participant numbers, accessibility, lightening, and distance to bathrooms/exits.
- Planning:** Share meeting details such as agenda, directions, and accessibility considerations ahead of time. This increases predictability allowing participants to know what is to come and reduces uncertainty.
- Packing:** Provide fidgets options and/or creative outlets for people who learn best with their hands.
- Packing:** Ensure training materials are available in different formats and are ready for distribution.
- Preparing:** Check in with your body and mind prior to starting the meeting. Attend to any unmet needs, as able.
- Preparing:** Arrive early to allow time to settle into the space while also showing care in preparation. Make note of any potential challenges with the room and be prepared to name them while opening the meeting.
- Preparing:** Take time to test equipment and troubleshoot possible technical issues.

DURING THE MEETING

Clear communication and flexibility help participants feel respected and welcomed to participate how they choose.

- Did I:** Start with an agenda, predict break times, and provide options for movement?
- Did I:** Create an atmosphere of mutual respect by using inclusive language and validating contributions?
- Did I:** Reduce pressure on participants by providing a variety of engagement opportunities while also reaffirming participation was optional?
- Did I:** "Read the room" by paying attention to the energy of the group and adjust when needed?
- Did I:** Acknowledge contributions to show that participants' time and input were valued?
- Did I:** Summarize key points and next steps so everyone had clarity and direction?
- Did I:** Express genuine gratitude to reinforce connection and appreciation for their presence?

POST-MEETING FOLLOW-UP

Following up shows continued care and commitment to meeting participants' needs.

- Share takeaways and additional resources in accessible formats so everyone can easily reference them.
- Provide feedback opportunities (like surveys) to invite honest input and show their experience matters.
- Reflect on what worked well and where adjustments might be helpful for future gatherings.