



California  
**Department of  
Conservation**

# Racial Equity Community Engagement Course Catalog

*A component of DOC's Racial Equity Community Engagement Plan*

## **Catalog Overview**

The California Department of Conservation (DOC) has significant internal and external initiatives in progress when it comes to engaging Californians through the lens of racial equity.

An internal effort is the DOC's Racial Equity-Focused Community Engagement Plan (RECEP) which was developed through methodical contemplation and an emphasis on realistic, structural change-focused goals in 2016. The RECEP was developed in coordination with and is complementary to DOC's Diversity, Equity, Inclusion, and Action Plan led by the Department's Equal Employment Opportunity Office. One RECEP initiative to design and implement tiered education, training, and coaching opportunities for all staff who are tasked with public engagement-related work.

The Racial Equity Course Catalog outlined and then detailed below includes course descriptions, prerequisites, duration, and format (virtual, hybrid, in-person) offerings. The DOC's Outreach and Engagement Team will conduct bi-annual evaluations of courses with feedback from participants to ensure relevancy and that learning outcomes are being achieved. All courses were designed to support the engagement of Californians more authentically and equitably.

## Overview of Courses

1. RUBIN Race and Equity-Focused Public Engagement Model
2. RUBIN Race and Equity-Focused Engagement Model Introduction for Executives
3. Basic Meeting Facilitation Skills (3-60 people)
  - a. Introduction to Facilitation Skills
  - b. Basic Facilitation Skills Training
4. Large Group Facilitation Skills (60-300 people)
5. Virtual Meetings: Small Group Meeting Planning and Facilitation Tips
6. Virtual Meetings: Large Group Facilitation Best Practices
7. Logistics Planning for In-Person Meetings
8. Logistics Planning for Virtual Meetings
9. Hybrid Meetings: Best Practices for Success
10. Planning for Successful 'Turnout' at Meetings
11. Key skills: Language Access Best Practices
12. Key skills: Challenging People and High Emotions
  - a. Introduction to Challenging People and High Emotions
  - b. Challenging People and High Emotions Training
13. Key skills: Ensuring Meeting Presentations are Accessible and Compelling
14. Key skills: Effective Group Charters
15. Key skills: Setting Up Effective Local Site Visits
16. Key skills: Relationship Development with Grass-Tops Leaders
17. Key skills: Evaluating Public Engagement and Reporting Back
18. Key Skills: Making 'Cold Calls' to Local Government & Community Leaders
19. Advanced: Planning for What Might Go Wrong with Public Engagement
20. Advanced Meeting and Workshop Design – In Person
21. Advanced Meeting and Workshop Design – Hybrid

## Course Descriptions

### RUBIN Race and Equity-Focused Public Engagement Model Training

Course Offering	Duration and Format	Course Topic
<p>This 2-day training is offered to Department and Agency staff on a bi-annual basis.</p>	<p>Day 1: 9 am – 3 pm Day 2: 9 am – 3 pm Location: California Natural Resource Agency, Sacramento, CA</p>	<p>RUBIN Race and Equity-Focused Public Engagement Model Training</p>
<p><u>Description:</u> Led by Sarah Rubin, this 2-day training dives into the Department's Public Engagement Model, a living framework meant to help anyone working within a California state agency gain the knowledge and tools needed to develop and implement a comprehensive community engagement plan through an equity lens.</p> <p>This model consists of 5 phases and a total of 25 steps that support the development our an engagement plan that reflects the California Natural Resource Agency's commitment to equity and environmental justice. This includes determining the appropriate level of public engagement using the International Association for Public Participation (IAP2) spectrum, case study examples of how to conduct a community Benefit versus Burden Analysis, Language Access best practices, evaluating engagement within the initial design process to ensure that efforts are measurable and can be streamlined, as well as outreach to formal and informal community leaders.</p>		<p><u>Department:</u> Soft skills</p> <p><u>Competencies:</u> Diversity awareness and cultural understanding, organizational leadership, interpersonal skills, public participation and process, strategic relationship-building, program design implementation, and evaluation.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirements:</u></p> <ol style="list-style-type: none"> <li>1. Completion of the 1 hour and 30-minute RUBIN Race and Equity-Focused Public Engagement Model Webinar.</li> <li>2. Enrollees must complete a 30-minute planning call to select a previous or upcoming engagement effort that can be applied throughout the course and in collaboration with other enrollees.</li> </ol> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## RUBIN Racial Equity Public Engagement Model Introduction for Executives

Date	Duration and Format	Course Topic
TBD	Time: 9 am – 12:30 pm (3.5 hours) Location: California Natural Resources Agency, Sacramento, CA	Introduction to RUBIN Race and Equity-Focused Public Engagement Model for Agency Executives and leadership.
<p><u>Description:</u> Led by Sarah Rubin, this course will explore the Race and Equity-Focused Public Engagement Model that is meant to help anyone working within a California state agency gain the knowledge and tools needed to develop and implement a robust community engagement plan. The model has 5 phases and 25 steps.</p> <p>This 3-hour, in-person session is highly experiential with two breakout sessions, exercises in pairs, a gallery walk, and a short role-playing exercise. The introduction of substantive elements of planning an engagement effort includes determining the appropriate level of engagement for a given project, the variety of potential engagement activities that could be utilized based on the goals for the effort, and how to analyze what might go “wrong” when executing a specific effort.</p>		<p><u>Department:</u> Leadership.</p> <p><u>Competencies:</u> Diversity awareness and cultural understanding, organizational leadership, interpersonal skills, internal capacity-building, program design implementation, and evaluation.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u></p> <p><u>Pre-Training Requirement:</u> Enrollees must complete the 1-hour RUBIN Race and Equity-Focused Public Engagement Model Overview.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Introduction to Meeting Facilitation Skills

Dates	Duration and Format	Course Topic
TBD	Time: 9 am – 11 am (2 hours) Format: Virtual and in person at California Natural Resources Agency, Sacramento, CA	Basic Meeting Facilitation Skills
<p><u>Description:</u> Led by Sarah Rubin, this training introduces the role of a facilitator, key components for planning successful meetings for 5 – 50 participants, active listening skills, tactics for re-directing a conversation that is off track, tips, and tricks for efficient and action-focused meetings. Time is also allocated to hearing about the challenges session participants are having and how to problem-solving in real time to overcome those challenges.</p> <p>The in-person version of this training session includes time for role-playing and practicing the skills introduced.</p>		<p><u>Department:</u> Soft skills, interpersonal skills, and communication.</p> <p><u>Competencies:</u> Planning action-focused meetings, strategic facilitation, successful participant engagement, and active listening.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Basic Meeting Facilitation Skills In-Person Training (In-Person Only)

Dates	Duration and Format	Course Topic
This course will be offered on a bi-annual basis.	Time: 9 am – 3:30 pm (6.5 hours) Location: California Natural Resources Agency, Sacramento, CA	Basic Meeting Facilitation Skills In-Person Training
<p><u>Description:</u> Led by Sarah Rubin, this interactive training dives into key components for planning successful meetings for 5 – 60 participants. This training will cover active listening skills, tactics for getting conversations back on track in a variety of typical situations, tips and tricks for efficient and action-focused meetings, co-facilitating, using charting and other visuals for success, use of a design team, options for consensus-oriented decision making such as informal polling and the use of methods such as Sam Kaner's gradients of agreement. This training includes significant time for role-playing and practicing the skills introduced. Time is also allocated to hear about the challenges session participants are having and how to problem-solve in real-time to overcome those challenges.</p>		<p><u>Department:</u> Soft skills, interpersonal skills, and communication.</p> <p><u>Competencies:</u> Advanced meeting planning and design, strategic facilitation, successful participant engagement, and active listening.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Facilitation Skills for Large Public Meetings (In-Person Only)

Dates	Duration and Format	Course Topic
TBD	Time: 9:30 – 2:30 pm (5 hours) Location: California Natural Resources Agency, Sacramento, CA	Facilitation Skills for Large Public Meetings
<p><u>Description:</u> Led by Sarah Rubin, this session builds off the Basic Facilitation Skills training and dives into the unique aspects of larger meetings (over 60 people) including meeting location, audio-visual needs, seating, physical materials (posters, handouts, etc.), and language access.</p> <p>How to facilitate authentic dialogue and public comment to ensure that all voices are included, will also be discussed. Participants will be exposed to a variety of tactics for managing challenging situations and high emotions in real time through role-playing exercises.</p>		<p><u>Department:</u> Interpersonal skills, conflict management, and communication.</p> <p><u>Competencies:</u> Logistics planning, advanced material preparation, meeting design, strategic facilitation, social awareness, and inclusive engagement.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Virtual Meetings: Small Group Meeting Planning and Facilitation Tips Training

Dates	Duration and Format	Course Topic
TBD	Time: 10 am – 12:00 pm (2 hours) Format: Virtual, Zoom	Small Group Virtual Meeting Planning & Facilitation Tips
<p><u>Description:</u> Led by Sarah Rubin, this dynamic and interactive training will explore best practices for planning, designing, and facilitating high-quality virtual meetings for small groups. Strategies for addressing common challenges with online meetings include harnessing the group's dynamics and skills, successful participant engagement, and managing time efficiently to meet pre-established objectives.</p>		<p><u>Department:</u> Soft skills, interpersonal skills, and communication.</p> <p><u>Competencies:</u> Meeting planning, strategic facilitation, participant engagement, intentional communication, team building, and time management.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> This course does not have any other pre-requisite course.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>



## Virtual Meetings: Large Group Facilitation Best Practices

Dates	Duration and Format	Course Topic
TBD	Time: 9 am – 10:30 am (1.5 hours) Format: Virtual	Virtual Meeting Facilitation Best Practices for Large Public Meetings
<p><u>Description:</u> Led by Sarah Rubin, this course will explore best practices for planning, designing, and facilitating high-quality large virtual public meetings (over 60 people). Focus areas include planning dynamic and audience-appropriate presentations, designing a considerate public comment period, time management, and a variety of strategies for keeping the conversation on track.</p>		<p><u>Department:</u> Soft skills, interpersonal skills, and communication.</p> <p><u>Competencies:</u> Advanced meeting planning, strategic facilitation, public participation and process design, and time management.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> This course does not have any other pre-requisite course.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Logistics Planning for In-Person Meetings

Dates	Duration and Format	Course Topic
TBD	Time: 10 – 11:30 (1.5 hours) Format: Virtual and California Natural Resources Agency, Sacramento, CA	Logistics Planning for In-Person Meetings
<p><u>Description:</u> Led by Sarah Rubin, this session will focus on logistically planning for in-person meetings. Factors that will be reviewed include the number of participants, room size, location, and set-up; timing and a facilitation plan; refreshments, kid's activities, materials, directional signage, technology, or AV planning. Participants will explore different in-person meeting scenarios, what might go wrong, and how to plan or pivot accordingly (ex. Too many/too few people than expected show up; the room does not have the tables or chairs expected). The following topics will be touched upon lightly as they are important but are explored more thoroughly in other classes: Interpretation services and budgeting.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Advanced meeting planning and implementation, inclusive meeting design, strategic facilitation and adaptation, and meaningful public engagement.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Logistics Planning for Virtual Meetings

Dates	Duration and Format	Course Topic
TBD	Time: 10 – 11:30 (1.5 hours) Format: Virtual	Logistics Planning for In-Person Meetings
<p><u>Description:</u> Led by Sarah Rubin, this session will focus on logistical planning for virtual and webinar-style meetings as well as typical virtual meetings with high participant interaction. Topics covered will include the necessity for clear roles and responsibilities for staff leads, redundancies (if one person's internet connection goes out), tips for successful breakouts and polls, dry-runs, and of course, all the 'what-could-go-wrong' and what should I do scenarios participants would like to raise.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Meeting planning, digital fluency, strategic facilitation and adaptation, group interaction and results.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Hybrid Meetings: Best Practices for Success

Dates	Duration and Format	Course Topic
TBD	Time: 9 am – 10:30 am (1.5 hours) Format: Virtual or Hybrid	Hybrid Meetings: Best Practices for Success
<p><u>Description:</u> Led by Sarah Rubin and Jamie Fong, this course will highlight hybrid design, facilitation, and outreach best practices, as well as include a case study of the Department's <a href="#">Multi-Benefit Land Repurposing Program</a> grantee orientation in 2022 as an example success story.</p> <p>Hybrid meetings, which combine participants meeting face-to-face in a shared space with participants joining remotely through a video conferencing platform like Zoom or Teams, can be a great option for connecting various participants. Many do not realize that hybrid meetings can require significant planning and staffing. Learn how to plan and implement dynamic and interactive activities that ensure an equitable and meaningful experience for all participants.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Digital fluency, increasing participation in a hybrid environment, methodologies for inclusive meetings, advanced planning of hybrid activities.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Planning for Successful 'Turnout' at Meetings

Dates	Duration and Format	Course Topic
TBD	Time: 9 – 10:30 am (1.5 hour) Format: Virtual and California Natural Resources Agency, Sacramento, CA	Planning for Outreach and Engagement Turnout
<p><u>Description:</u> Led by Sarah Rubin, this session will provide foundational insight into the key components for ensuring successful participant attendance at meetings.</p> <p>The training will start with how to examine local demographics and list key audiences. Participants will also learn how to prioritize outreach efforts and a variety of methods for ensuring a strong turnout at a meeting (in- person pre-meetings, phone calls, virtual pre- meetings, email, and social media). Engaging with community segments most comfortable in languages other than English will also be covered.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Researching demographics, strategic phone calls, outreach in languages other than English, logistics planning, and meeting implementation.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> This course does not have any other pre-requisite course.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Key Skills: Language Access Best Practices

Dates	Duration and Format	Course Topic
TBD	Time: 10 – 11:30 (1.5 hours) Format: Virtual or California Natural Resources Agency, Sacramento, CA	Key Skills: Language Access Best Practices
<p><u>Description:</u> More than 200 languages are spoken in California. Spanish is the second most spoken language, and there are more than 100 indigenous languages spoken in the state. Active and thoughtful inclusion of those who may be more comfortable in a language other than English is an essential part of effective public engagement planning and implementation.</p> <p>In this course, led by Sarah Rubin, participants will explore how to understand language assets and needs in each target geographic area (including Low English Proficiency [LEP] numbers; how to decide which documents to translate; and when interpretation at meetings is appropriate. Determining the level of collaborative pre-work that must be done with translators (written) and interpreters (verbal), and the need for community review of services will also be explored. How to connect with, and partner with local leaders for this review or 'ground truthing' of your approach will also be covered.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Researching demographics, working with translators and interpreters, working with community leaders, cultural awareness and inclusivity, advanced planning, collaboration.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Key Skills: Introduction to Challenging People and High Emotions

Dates	Duration and Format	Course Topic
TBD	Time: 10 – 11:30 (1.5 hours) Format: Virtual	Key Skills: Challenging People and High Emotions
<p><u>Description:</u> Led by Sarah Rubin and guest Subject Matter Expert, the emphasis in this class will be to explore various tactics for managing challenging situations, especially those where emotions are running high. Tips will center around active listening skills, managing fear, how to prepare, and where to get more training if it is needed. All aspects of this training are presented through an equity lens.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Cultural awareness, effective communication, conflict resolution, and social awareness and inclusivity.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

Key Skills: Challenging People and High Emotions Training

Dates	Duration and Format	Course Topic
TBD	Time: 9:00 to 12:00 (3 hours) Format: California Natural Resources Agency, Sacramento, CA	Key Skills: Challenging People and High Emotions
<p><u>Description:</u> This class covers the same basic content as the <i>Introductory</i> class but delves deeper into how to plan for these situations and includes significant time for role-playing and practicing.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Cultural awareness, effective communication, conflict resolution, and social awareness and inclusivity.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>



## Key skills: Ensuring Meeting Presentations are Accessible and Compelling

Dates	Duration and Format	Course Topic
TBD	Time: 10 – 11:00 (1 hour) Format: Virtual	Key Skills: Ensuring meeting presentations are accessible and compelling.
<p>Description: Whether in person or online, concrete steps can be taken to ensure that presentations are accessible to all audiences, and that information is delivered in an effective and compelling way.</p> <p>In this course, led by Jamie Fong and Sarah Rubin, participants will learn how to design presentations that are inclusive of people with disabilities and other groups followed by a list of resources for technical details and additional suggestions. In addition, this course will cover key strategies for creating compelling narratives that will synchronize with your audience for greater impact.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Diversity awareness, digital inclusivity, advanced planning and communication, and interpersonal skills.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

### Key Skills: Developing Effective Group Charters

Dates	Duration and Format	Course Topic
TBD	Time: 1:00 – 12:30 (1 hour) Format: Virtual	Key Skills: Effective Group Charters
<p><u>Description:</u> When working on an ongoing basis with a group, a “charter” can be a helpful document to set a group up toward success. This session will go over typical key components of a strong charter including background and purpose, timeline, goals, guiding principles, structure of meetings and cadence, member roles and responsibilities, ground rules, attendance expectations and alternates, communications with the media, decision-making process, as well as group materials and reports.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Leadership, project development.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

### Key Skills: Coordinating Effective Local Site Visits

Dates	Duration and Format	Course Topic
TBD	Time: 10 – 11:30 (1.5 hour) Format: Virtual	Key skills: Coordinating Effective Local Site Visits
<p><u>Description:</u> Having an on-the-ground understanding of your project area is critical to the success of your effort. This session will highlight how to outline a balanced site visit. An effective local visit requires careful planning and should help you delve into the nuances of the local culture. Ideally, your visit will include a variety of local leaders who can share their perspectives about the history of the issue at hand. The training will include role-playing of calling local leaders to set up an appointment.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Diversity awareness and cultural understanding, geographic research, language access and inclusivity, planning.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Key skills: Successful Relationship-Building with Grass-Tops Leaders

Dates	Duration and Format	Course Topic
TBD	Time: 10 – 11:30 (1.5 hours) Format: Virtual	Successful Relationship-Building with Grass-Tops Leaders
<p><u>Description:</u> Led by Sarah Rubin, this session will provide a foundational insight into the key components of developing meaningful relationships with grass-top leaders. This session will define grass-tops so that everyone understands the terminology and how the organization will benefit from establishing and maintaining these key relationships. Best practices for researching local leaders will be covered along with a 'cold call' role play.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Authentic relationship-building, leadership, communication, diversity awareness and cultural understanding.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

### Key Skills: Making 'Cold Calls' to Local Govt & Community Leaders

Dates	Duration and Format	Course Topic
TBD	Time: 10 – 11:30 (1.5 hours) Format: Virtual	Making "Cold-Calls:" to Local Government & Community Leaders
<p><u>Description:</u> Led by Sarah Rubin, this session will provide a foundational insight into the key components of developing meaningful relationships with grass-top leaders. This session will define grass-tops so that everyone understands the terminology and how the organization will benefit from establishing and maintaining these key relationships. Participants will learn about key communications protocols for building sustainable and long-lasting relationships.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Communication etiquette, authentic relationship-building, diversity awareness and cultural understanding.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

### Advanced Planning: Common Areas of Challenge in Public Engagement

Dates	Duration and Format	Course Topic:
TBD	Time: 10 am -12 pm (2 hours) Format: Virtual	Advanced Planning: Common Areas of Challenge in Public Engagement
<p><u>Description:</u> In this session, tips and strategies for avoiding or addressing four common areas of challenge in public engagement will be covered. Whether we like it or not, issues often stem from (1) internal organizational challenges, (2) political issues at the state or national level, (3) nuanced issues with local, regional, or statewide participants/partners, (4) logistical issues with your meeting (i.e., connectivity issues with online meetings or location problems for in-person meetings such as a water main breaking and flooding your room).</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Advanced planning, social awareness, strategic facilitation and adaptation,</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Advanced In-Person Meeting and Workshop Design

Dates	Duration and Format	Course Topic:
TBD	Time: 10 am – 12 pm (2 hours) Format: Virtual	Advanced In-Person Meeting and Workshop Design
<p><u>Description:</u> This training will provide advanced strategies to design an effective meeting/workshop in person. Workshop facilitation is an important skill, but it can be tricky to master. In this session, we'll go over key steps when developing the vision, and establishing desired outcomes from the meeting. The session will cover foundational strategies needed for planning the logistics of an in-person meeting. The various stages of the planning process will be discussed including aspects that are often overlooked but can define its success. Participants will explore different in-person meeting scenarios and how to plan or pivot accordingly. Factors that will be considered include the number of participants, room size and set-up, location, time, activities, materials, technology and amenities, and refreshments.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Advanced meeting planning and implementation, inclusive meeting design, strategic facilitation and adaptation, and successful participation.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>

## Advanced: Advanced Hybrid Meeting and Workshop Design

Dates	Duration and Format	Course Topic: Advanced:
TBD	Time: 10 am – 12 pm (2 hours) Format: Virtual or Hybrid	Advanced Hybrid Meeting and Workshop Design
<p><u>Description:</u> Led by Sarah Rubin and Jaime Fong, this training will provide advanced strategies to design an effective hybrid meeting. In this session, we'll go over key foundational insights when considering a hybrid meeting versus an in-person or webinar-style virtual meeting. The unique stages of the planning process will be reviewed and discussed, specifically how to navigate parallel activities and in-person and online staffing needed for this type of meeting.</p>		<p><u>Department:</u> Soft skills.</p> <p><u>Competencies:</u> Meeting planning, digital fluency, strategic facilitation and adaptation, group interaction and results.</p> <p><u>Cost:</u> \$0.00</p> <p><u>Prerequisites:</u> None.</p> <p><u>Pre-Training Requirement:</u> None.</p> <p><u>Pathway:</u> This course is not associated with any specific learning path.</p>