

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
- 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 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
- Take breaks:
 - ❖ Have scheduled breaks