This training series is made possible through an Indian General Assistance Program (IGAP) grant from the U.S. EPA.

ANTHC’s 2014 training schedule was developed based on unmet training needs expressed to us by tribal programs during statewide gatherings, training sessions and during one-on-one discussions.

We are not EPA employees. Specific questions relating to your individual IGAP grant may need to be referred to your EPA Project Officer.

The following presentation was compiled by ANTHC staff based on our many years of experience working with tribal organizations and programs at the local tribal level and with ANTHC.

Information provided during this training were compiled from publically available resources developed by ANTHC and others.
Purpose of Meetings

To introduce a new project or idea

To educate your community or tribal council

To brainstorm

To plan an event or project

To reach decisions

To identify desired outcomes
Before hosting a meeting...

Decide exactly what you want to accomplish and know your material

This will help keep the meeting focused
Benefits of well planned meetings

Improved communication
Less conflict
Increased motivation
Greater support
Increased productivity
Problems get solved
Before the Meeting

Determine the meeting location

Reserve meeting space in advance
Make sure there is adequate space
Does it offer what you need?
Before the Meeting
Create a Meeting Announcement

Announcements can include
Name of meeting
Date and Time of meeting
Location of meeting
Highlight discussion topics
Contact information
Announcement Templates in Microsoft Word
# Before the Meeting

Create a Meeting Agenda

<table>
<thead>
<tr>
<th>Time:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Called by:</td>
</tr>
</tbody>
</table>

## I. Attendees

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

## II. Agenda Topics

1. 
2. 
3. 
4. 
5. 

## III. Goals

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

## IV. Assignments

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

## V. Next Meeting

Agenda’s can include:

- Name of meeting
- Date and Time of meeting
- Location of meeting
- Topics for discussion
- New Ideas/discussion
Agenda Templates in Microsoft Word
Before the Meeting

Prepare...Prepare...Prepare!!!

Have your questions ready

Know your topics

Gather your supplies

Spend time imaging yourself relaxed and successful as you talk in front of the group

Practice your opening (the rest will flow easier)

Prepare some ground rules
Let the Meeting Begin!
What is a Facilitator?

“A person responsible for leading or coordinating the work of a group”
(dictionary.com)

A good Facilitator...

Values people and their ideas
Strives for outcomes and results
Encourages discussion
Helps keep ideas flowing
Promotes curiosity and excitement
Listens, Listens, Listens
During the Meeting

Define the structure

Welcome everyone

Start with a positive statement

Introduce guests

Thank people for attending

Review Agenda

Review Ground Rules
During the Meeting

Time Management

Start on time

Ask someone to track time

Use a “parking lot” to keep track of topics participants want to discuss

Stick to the Agenda

Take notes

Summarize the meeting and next steps
During the Meeting

Difficult Behaviors

- Restate the expectations
- Use a “parking lot” to set aside the concern for further discussion
- Agree as a group on how to address and resolve conflicts
- During discussion: Direct your questions to the individual for clarification
After the Meeting

Follow up

Write up and distribute notes/minutes within a few days

Follow up with action items

Create/Update next meeting agenda

Ask yourself “What can we do to improve next time?”
Minutes templates in Microsoft Word
Create a meeting Tool Box

Things to include: Templates, forms, ice breakers, tip sheets, flipchart paper, markers, post-it notes, contacts, etc.

Google
- Effective Meetings
- Icebreakers
- Effective Facilitation
- Meeting tips and tricks
- Agenda and Minutes templates
Sharing with others

Meeting with your Tribe or City Council

Prepare progress reports

Be ready to answer questions

Benefits

Better relationships

Everyone is on the same page

Greater support
Council Report Template in Microsoft Word
Briefing your Tribal Council

Council Meeting: IGAP Briefing

Agenda for Briefing:

IGAP Grants: What are they, and what is the Tribe/EPA committing to?

Our Tribe has an IGAP budget, but how do we spend it?

We have an IGAP workplan, but what do we do, and when do we do it?

So now everyone comes to me--what I am approved to do under IGAP as the community point person?

Training: What training is available for me that will benefit the Tribe and Community?

Networking: Who are my colleagues in the environmental arena that I will be communicating with to get things done for our village?

Action Items, Future discussion items, and Adjourn (All)
Questions / Suggestions

Contact Information

**Desirae Roehl**
Alaska Native Tribal Health Consortium  
Ph. 907-729-3496  
droehl@anthc.org

**Oxcenia O’Domin**
Alaska Native Tribal Health Consortium  
Ph. 907-729-3492  
orodomin@anthc.org

Google: ANTHC IGAP