# Welcome!




## *In the Meeting Mix*
## Planning and Running Effective Meetings

2026 Training Conference

October 22 • Richmond

VIRGINIA DHCD

# Some **Good News** on Hosting **Regional Meetings**

1. **We're ready** to get into a room with each other again.

2. **You're the regionalist**. You will often be the one person who knows everyone or best understands the regional system.

3. As the **host**, you are more concerned with process than the product.

4. The **process is at least as important as the product**, and *probably more.*

5. **Comfort with the process** can make making decisions and taking action more comfortable as well.

# Outcome

We'll create our own guide
for conducting effective meetings

We'll each leave ready to take
our meeting game to the next level

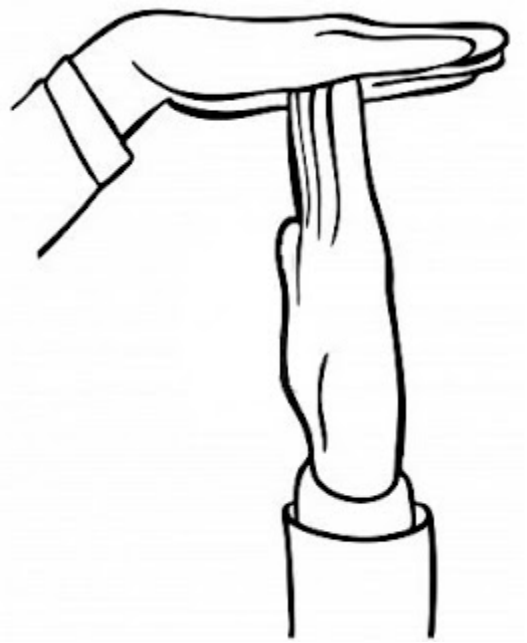
# Focus Question

Identify something you have done to make a meeting more effective.

- *This can be **in any role** you played*
- *Identify **3** actions/activities*
- *Write each on a **separate** sticky note.*
- *Use a magic marker and **write big**!*

# Tool Discussion

***The process break***



***Cardstorming***

# Tool Discussion

## *Why Cardstorming*

- To give individuals time to generate ideas.
- To efficiently get a list completed with full participation from the group.
- To demonstrate how aligned or diverse the group of ideas is.
- To create information we can work with together

# Tool Discussion

## *Cardstorming How –tos*

- Large slips of paper
- Fat markers
- Sticky notes, blue sheet, adhesive sprayed chart paper
- Ask for the clearest response in the first round.
- After getting each response, collect other identical and closely similar responses
- Repeat until all responses are gathered.

# Tool Discussion

## *Cardstorming How–tos (2)*

- Group and theme based on the question.
- Check-in for agreement of the group where there are options.
- Do a big picture check-in
- Then do another round to see if the themes have prompted additional ideas.

# Moving toward Decision

From a list:

- Group like ideas.
- Sort into themes.

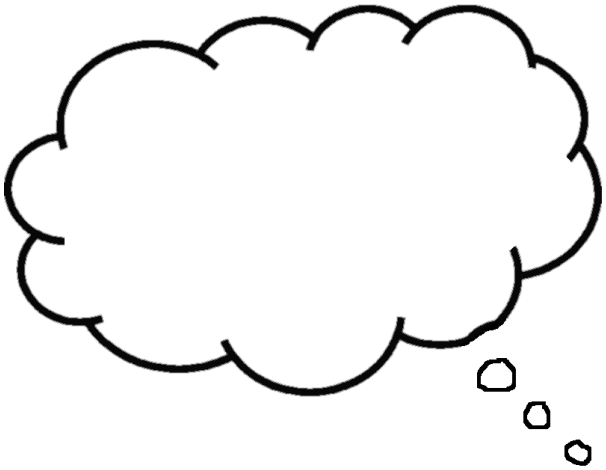
# Anatomy of Effective Meetings




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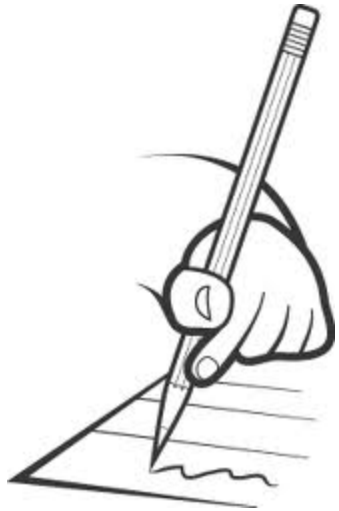
# Tool Discussion

***Reflection***



# Tool Discussion

***Writing Time***



# Tool Discussion

***OARRS***

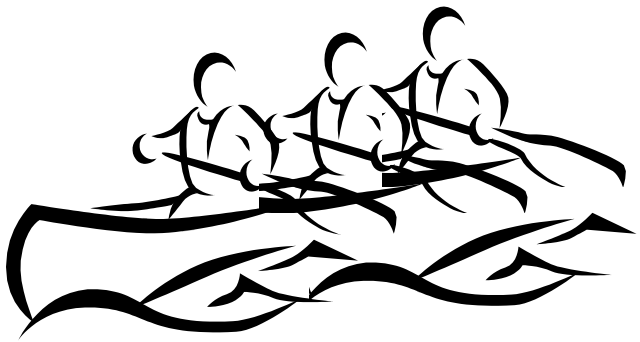
**O**utcome

**A**genda

**R**oles

**R**esponsibilities

**S**cope



# Tool Discussion

***OARRS***

**Outcome**

**A**genda

**R**oles

**R**esponsibilities

**S**cope

*We'll create our own guide for effective meetings.*

# Tool Discussion

***OARRS***

**O**utcome

**A**genda → *How we're going to get there.*

**R**oles

**R**esponsibilities

**S**cope

# Tool Discussion

***OARRS***

**O**utcome

**A**genda

**Roles** →

**R**esponsibilities

**S**cope

Who does what to make the meeting effective.

# Tool Discussion

## *OARRS*

**O**utcome

**A**genda

**R**oles

**Responsibilities**

**S**cope

→

*What are our **shared** responsibilities as members of the group?*

# Shared Responsibilities

***Ground Rules***

***Participant Guidelines***

***Group Norms***

Some prompts:

- *How will we agree to act as a group?*
- *What are our responsibilities to each other?*

# Tool Discussion

***OARRS***

**O**utcome

**A**genda

**R**oles

**R**esponsibilities

**Scope**

*What are we empowered to do?*

# THANKS!

***In the Meeting Mix***

**Planning and Running Effective Meetings**

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