

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, pipe cleaners
- 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 things 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
 - Reflect on the choice of words that you use
- Take breaks
 - Have scheduled breaks