



# DO IT YOURSELF

## Template

Use this template to plan staff meetings, adapting as necessary. Consider rotating leadership among staff for parts or full meeting to draw on different knowledge and interest areas, and to build teamwork and facilitation skills.

**Topic:** \_\_\_\_\_

**Time Needed:** \_\_\_\_\_

**Meeting Goals and Objectives:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Prep:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Do It Yourself Template *(continued)*

## Opener (5–10 minutes)

**Engage** with an opening activity or warmer. Debrief, discuss.

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## Meeting Content (20–60 minutes)

**Explain** the objectives of the meeting, then use varied activities, practice, and discussion to achieve them. Check that key points have been covered.

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## Planning for Action (5–10 minutes)

**Review** key points and action steps from the meeting, ask for feedback, and discuss schedules and agendas for subsequent meetings.

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