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| WHOParticipants and Leaders | Participants include case managers and directors from Court Diversion programs from across the state. Estimate 30 people in attendance including Willa and Jon Kidde. Meeting will be facilitated by the members of TACT. Catherine, Sarah, and Mark will facilitate the SURE-Fire meeting concepts section that will provide a thread for the whole meeting. Other TACT members will provide other topics dispersed in between SURE-Fire elements.  |
| WHYThe situation that calls for this course.*and*So THATWhat will change as a result of the learning? | In a survey conducted of Diversion Directors and Diversion Case Managers for input regarding topics for the July Joint Meeting effective communication was highlighted as an area of interest for further exploration. Building off the success of the implementation of DE principles for meeting designs, the TAC Team wants to highlight the foundational concepts of the SURE-Fire meetings curriculum as a starting point upon which to build and develop effective communication. **So that,*** Diversion Case Managers and Directors can have a common framework in which to build effective communication within their office and within and between VACDP programs
* Diversion Case Managers and Directors explore other uses for SURE-Fire besides the standard community partner meeting or panel meeting
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| WHENDates and Timing | June 19, 20149:00 - 3:00 (Activity total time 1 hour 45 minutes dispersed through day ) |
| WHERELocation and Space | Bethel Town Hall, 134 South Main St., Bethel |
| WHATThe content Skills, Knowledge and Attitudes | Foundational SURE-Fire meeting concepts including:1. Safe
2. Useful
3. Respectful
4. Engaging
5. Follow Up
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| WHAT FORWhat participants will DO with the contentAchievement-Based Objectives | By the end of this workshop, participants will have:* Examined SURE-Fire meeting concepts and named ways each concept can be encouraged and/or shut down.
* Generated ways to apply SURE-Fire meeting concepts in a variety of Diversion activities.
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| HOWLearning Tasks and Materials | As many of you know, VACDP has invested quite a bit of time, energy and resources into introducing and training folks in the SURE-Fire method for conducting meetings. Let’s have a show of hands for how many folks have attended one of these trainings. As you can see…. So, when effective communication came up as an underlying theme for today’s meeting we realized that it was the perfect opportunity to further cement the SURE-Fire method within VACDP by modeling its use in this meeting. So, throughout the day we will be reviewing and using the SURE-Fire method. The first basic tenant is to have a clear agenda that is shared with all participants. Our agenda for today is posted here. (Review it Quickly)Another basis tenant is to establish guidelines for conduct during meetings. Usually this is done interactively with the group as a way to make the most of time together in a comfortable, meaningful way. The guidelines then stay posted as a healthy reminder to all. In the interest of time we have pulled together a basic list and invite you to add suggestions to it throughout the day. 1. Keep cell phone off until break.
2. Be respectful of each other and don’t engage in side conversations.
3. Self-regulate – if you need a break or have an emergency take it.

**SAFE (15 minutes)****Anchor:** We’ll now dive in to the SF content. SF is an acronym for the different pieces that create an effective meeting. The ‘S’ in SURE-Fire stands for Safe.**Add:** Please refer to the SAFE handout. Individually read through the text on the front of this handout. Highlight the parts of this text that you like, make some notes about things you would add. (2 Mins)**Apply:** Get together in groups of three and turn the SAFE handout over to the back--to the side with the wheel. You will see this format with the SURE-Fire words and the wheel several more times today.Notice that the wheel is broken into four pieces. Three of the pieces have been pre-labeled with people/groups that you can have a meeting with and one has been left for your group to fill in together. We have also included on this sheet some examples of ways to make a meeting safe that were developed at the last VACDP Director’s meeting in response to concerns raised around effective communication.As a group talk about the ways that you have seen safety either being fostered or damaged during a meeting. Write the ways that safety is encouraged inside the wheel, and write the ways it is taken away outside the wheel. (10 Mins)**Away:** We will hear from a couple of groups about this exercise. What examples come up that apply to several or all of the sections of your wheel?(3 Mins) As we move on to the next piece of the agenda, keep in mind the ways you have already identified to provide safety in a meeting and notice ways you can apply them when working with volunteers.***\*\*\*INSERT 60 mins Volunteer Manual/Handbook\*\*\******USEFUL (15Mins)****Anchor:** The next SURE-Fire concept that we will explore is USEFUL – the ‘U’ in SURE-Fire.**Add:** Refer to the USEFUL handout. Individually read through the text on the front of this handout. Highlight the parts of the text that you like and make some notes about things you would add. (2 Minutes)**Apply:** Get together in groups of three and turn the USEFUL handout over to the side with the wheel. As before, the wheel is broken into four pieces, some of which have been pre-labeled. Also as before, we have included some examples of ways to make a meeting USEFUL that were developed at the last Director’s meeting.As a group talk about the ways that you have seen usefulness either being fostered or damaged during a meeting. Write the ways that USEFUL is encouraged inside the wheel and the ways it is taken away outside the wheel. (10 Minutes)**Away:** We will hear from a couple of groups about this exercise. What examples come up that apply to several or all of the sections of your wheel? As we move on to the next concept, think about how you might work to bring usefulness to meetings in your office. (3 Minutes)**RESPECTFUL (15Mins)****Anchor:** ***Now let’s turn to*** RESPECTFUL –the ‘R’ in SURE-Fire**Add:** Refer to the RESPECTFUL handout. Individually read through the text on the front of this handout. Highlight the parts of this text that you like, make some notes about things you would add. (2 Minutes)**Apply:** Get together in groups of three and turn the RESPECTFUL handout over to the side with the wheel. Again, the wheel is broken into four pieces, some of which have been pre-labeled. Examples of ways to make a meeting RESPECTFUL are also included.As a group talk about the ways that you have seen respect either being fostered or damaged during a meeting. Write the ways that RESPECT is encouraged inside the wheel and the ways it is taken away outside the wheel. (10 Minutes)**Away:** We will hear from a couple of groups about this exercise. What examples come up that apply to several or all of the sections of your wheel? The UPDATES that are up next are a way of demonstrating RESPECT. They bring us all up-to-date on important content we need to do our work. (3 Minutes)***\*\*\*Updates \*\*\******ENGAGING (*15Mins)*****Anchor:** Next SURE-Fire concept that we will look at is ENGAGING**Add:** Refer to the ENGAGING handout. Individually read through the text on the front of this handout. Highlight the parts of this text that you like, make some notes about things you would add. (2 Minutes)**Apply:** Get together in groups of three and turn the ENGAGING handout over to the side with the wheel. Again, the wheel is broken into four pieces, some of which have been pre-labeled. Examples of ways to make a meeting ENGAGING are also included.As a group talk about the ways that you have seen engagement either being fostered or damaged during a meeting. Write the ways that ENGAGEMENT is encouraged inside the wheel and the ways it is taken away outside the wheel. (10 Minutes)**Away:** We will hear from a couple of groups about this exercise. What examples come up that apply to several or all of the sections of your wheel? During the break, think about how you might apply the engagement principle in your work with victims. (3 Minutes)***\*\*\*Working with Victims\*\*\******FOLLOW UP (*17Mins)*****Anchor:** The final SURE-Fire concept that we will look at is FOLLOW UP**Add:** Refer to the FOLLOW UP handout. Individually read through the text on the front of this handout. Highlight the parts of this text that you like, make some notes about things you would add. (2 Minutes)**Apply:** Get together in groups of three and turn the FOLLOW UP handout over to the side with the wheel. Again, the wheel is broken into four pieces, some of which have been pre-labeled. Examples of ways to incorporate FOLLOW UP in a meeting are also included.As a group talk about the ways that you have seen follow-up fostered or damaged during a meeting. Write the ways that FOLLOW UP is encouraged inside the wheel and the ways it is taken away outside the wheel. (10 Minutes)**Away:** We will hear from a couple of groups about this exercise. To reinforce the concept of Follow-up, we are going to take a look at the action plans we developed at last year’s joint meeting. Remember those? (5 Minutes)**Anchor:** We have copies of your county’s action plan from last year. Get together with the other members from you county. As you review the goals you as a county set for yourselves, do so without judgment. We recognize that some things may not have been acted upon and may no longer be relevant. (Or that you may not remember identifying them as goals…) **Add:** We are now handing out a new action plans for the coming year. To reinforce the concepts we covered today, we have included some prompts around using the Volunteer Handbook in your program, engaging with the Working with Victims guidelines in the coming year and applying Sure-Fire concepts to you own work. You may also want to carry forward some of last year’s goals into this new year.**Away:** These plans are for your county’s use. TAC Team will gather copies of each plan and our aspiration is to follow up on how these plans are progressing. Please think about how you will keep these plans alive during the year.**\*\*\**Review last year's plan and incorporate new goals\*\*\******Materials**: SURE-Fire Meetings are . . . HandoutSafe? Handout, USEFUL Handout, RESPECTFUL Handout, ENGAGING Handout, FOLLOW UP Handout (Still needed),  |