



Partnerships for Success

Preventing Youth Alcohol Use in Wisconsin

Make the Magic Happen in a Meeting: Meeting Facilitation Skills

With Robin Carr & Jamie Comstock

Virtual Training

Thursday, September 25, 2025 | 9:00am – 12:00pm

Training Description

Meetings, do we need them? How do we make them meaningful?

In the field of prevention, we often have the responsibility of facilitating meetings. We use meetings to bring community partners together, to coordinate work, to create buy-in, and to facilitate community change, but most of us facilitate meetings without training on how to organize and run effective meetings.

How do we get people to the table, and once there get (and keep) them engaged? How can we make the most of our time together and ensure everyone feels their time was honored and well-spent?

In this workshop, participants will learn practical skills to plan and facilitate effective meetings.

Learning Goals:

- Articulate the cost and value of meetings
- Develop an attendance strategy, create a strong agenda, select an effective format, define roles, and manage logistics
- Prevent uh-ohs in advance and avoid meeting disasters
- Encourage meaningful participation and collaboration
- Conduct effective post-meeting follow up and foster ongoing engagement

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Contact: Substance Use Services Team at substanceuseservices@marshfieldclinic.org