California Department of Conservation

Racial Equity Community Engagement Course Catalog

A component of Department's Racial Equity Community Engagement Plan

Catalog Overview

The California Department of Conservation (DOC) has significant internal and external initiatives in progress when it comes to engaging Californians through the lens of racial equity.

An internal effort is the DOC's Racial Equity-Focused Community Engagement Plan (RECEP) which was developed through methodical contemplation and an emphasis on realistic, structural change-focused goals in 2020. The RECEP was developed in coordination with and is complementary to DOC's Diversity, Equity, Inclusion, and Action Plan led by the Department's Equal Employment Opportunity Office. One RECEP initiative is to provide tiered education, training, and coaching opportunities for all staff who are tasked with public engagement-related work.

The RECEP Course Catalog detailed below includes course descriptions, prerequisites, duration, and format (virtual, hybrid, in-person). The DOC's Outreach and Engagement Team conduct bi-annual evaluations of courses with feedback from participants to ensure relevancy and that learning outcomes are being achieved. All courses are designed to support the engagement of Californians more authentically and equitably.

If a custom version of one or more classes is desired, please contact the Department's Outreach and Engagement team:

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Course Descriptions

1. RUBIN Race and Equity-Focused Engagement Model Training

Length: 11 hours total over the course of two consecutive in-person sessions (5.5. hours each)

Location: California Natural Resources Agency, 715 P St, Sacramento, CA 95814

Description: This immersive training is specifically designed to equip government staff with a framework for planning, implementing, and sustaining engagement efforts that are both meaningful and equitable. By offering this training on an annual basis, the Department advances its commitment to equity-centered public service and strengthens its ability to serve all Californians. This comprehensive model is structured around five distinct phases and encompasses a total of 25 steps designed to guide the development and implementation of a robust and purpose-driven engagement effort. Each phase supports the alignment of engagement strategies with the specific goals, objectives, and context of a program or project, ensuring that outreach efforts are intentional, inclusive, and results oriented.

Learning Outcomes:

- Apply a structured, five-phase framework to plan, implement, and sustain public engagement efforts that align with program or project goals.
- Demonstrate the ability to design and execute engagement strategies that are equitable, inclusive, and tailored to the specific context and needs of diverse communities.
- Assess and refine engagement efforts to ensure they are meaningful, results-oriented, and support the Department's commitment to equity-centered public service.
- Build internal capacity to lead and support engagement initiatives that enhance government responsiveness and strengthen trust with all Californians.

Pre-Training Requirements:1) Completion of the 1 hour and 30-minute Introductory Webinar to the RUBIN Race and Equity-Focused Public Engagement Model; 2) Enrollees must complete a 30-minute planning call to select a previous or upcoming engagement program or project that can be applied throughout the course and in collaboration with other enrollees.

2. Introduction to Meeting Facilitation Skills

Length: 2 hours

Location: Microsoft Teams Meeting or at the California Natural Resources Agency Headquarters, 715 P St, Sacramento, CA 95814

Description: This training is designed to introduce the skills needed to facilitate meetings that foster effective and inclusive participation. Participants will explore the critical role of the facilitator in creating equitable spaces where all voices can be heard. The course covers essential components for planning and leading successful meetings of 10 to 50 participants, with an emphasis on strategies that encourage active engagement and collaboration across diverse groups.

Key topics include active listening techniques, methods for respectfully re-directing off-track conversations, and practical tips for keeping meetings efficient, action-oriented, and purpose-driven. The session also includes time for participants to share real-world challenges they are facing in their facilitation work, with group-based problem-solving to generate inclusive and practical solutions in real time.

Learning Outcomes:

- Demonstrate the ability to plan and facilitate meetings of 10 to 50 participants that promote inclusive participation and equitable engagement.
- Apply active listening techniques and respectful redirection strategies to keep discussions productive, focused, and inclusive.
- Create meeting environments that support diverse perspectives and encourage effective collaboration across different stakeholder groups.
- Identify and address real-world facilitation challenges through peer-based problem-solving and the application of practical, action-oriented strategies.

Pre-Training Requirements: None.

3. Basic Meeting Facilitation Skills

Length: 6.5 hours

Location: In-person only, California Natural Resources Agency, 715 P St, Sacramento, CA 95814

Description: This interactive training equips participants with the skills to plan and facilitate effective, inclusive meetings for groups of 10 – 50 participants Key topics include active listening, basic conflict management strategies, and techniques for re-centering off-track discussions while maintaining a respectful and inclusive tone.

Additional areas of focus include co-facilitation, using visual tools such as charting, the role of a design team in shaping inclusive meeting processes, and consensus-oriented decision-making approaches such as informal polling and Sam Kaner's Gradients of Agreement. Significant time is dedicated to skill-building through role-play and scenario-based practice, as well as peer-supported problem-solving for real-world facilitation challenges.

Learning Outcomes:

- Design and facilitate inclusive meetings for various size groups that foster equitable participation and acknowledge power dynamics.
- Apply active listening and basic conflict management techniques to navigate challenging conversations and re-center discussions while maintaining a respectful, collaborative tone.
- Utilize tools and strategies such as co-facilitation, visual aids, and design teams to support inclusive meeting processes and enhance group engagement.
- Implement consensus-oriented decision-making methods, including informal polling and Sam Kaner's Gradients of Agreement, to guide diverse groups toward shared outcomes.

Pre-Training Requirements: None.

4. Foundational Facilitation Skills for Large Public Meetings

Length: 6.5 hours

Location: In-person only at the California Natural Resources Agency Headquarters, 715 P St, Sacramento, CA 95814

Description: The emphasis of this course is placed on designing inclusive public participation processes that ensure all community voices are acknowledged and respected. Participants will explore critical logistical considerations such as meeting location, seating configurations, audio-visual setup, physical materials (e.g., posters, handouts), and language access services – all essential to creating an accessible and welcoming environment for 60 – 100 participants.

A key focus of the session is on facilitating authentic public dialogue and managing public comment in ways that promote equity and inclusion. Participants will learn how to structure public comment periods to encourage meaningful input, how to actively listen and respond with empathy, and how to mediate conflict or de-escalate heightened emotions in real time. Through interactive role-play and scenario-based exercises, participants will practice techniques for navigating challenging situations and maintaining a respectful, constructive atmosphere; ensuring that even the most difficult moments support the goals of inclusive and transparent public engagement.

Learning Outcomes:

- Design and implement inclusive public participation meetings that create accessible, welcoming environments for diverse community members.
- Understand logistics you should consider including location, seating, audio-visual needs, materials, and language access to support equitable participation in large public meetings.
- Learn how to create authentic public dialogue opportunities that promote meaningful input. Learn how to aggregate input generated during dialogue real-time and/or post meeting.
- Managing structured comment periods at public meeting, especially in situations with high emotion or highly technical issues.

Pre-Training Requirements: None.

5. Virtual Meetings: Small Group Meeting Planning and Facilitation Tips

Length: 1.5 hours

Location: Teams Microsoft Meeting

Description: This training explores best practices for planning, designing, and facilitating high-quality virtual meetings for small groups. With a focus on creating engaging, productive, and inclusive online environments, participants will learn strategies to maintain attention, encourage active participation, and adapt to the evolving dynamics of virtual group interaction.

Key topics include techniques for fostering participant interest throughout the meeting, navigating a range of personalities and communication styles, and leveraging group strengths to build collaboration. The course also covers practical approaches to overcoming common virtual meeting challenges such as disengagement, distraction, and uneven participation. Participants will gain tools for managing time effectively, setting clear expectations, and guiding discussions toward pre-established objective, ensuring that meetings remain focused, interactive, and outcome driven.

Learning Outcomes:
- Plan and facilitate virtual meetings that are engaging, inclusive, and aligned with clearly defined objectives.
- Apply strategies to maintain participant interest and active engagement throughout the meeting, even in the face of common virtual meeting challenges.
- Navigate diverse personalities and communication styles to foster collaboration and ensure all voices are acknowledged in small group settings.
- Implement effective time management and meeting design techniques to guide discussions, minimize distractions, and achieve productive, outcome-driven results.

Pre-Training Requirements: None.

6. Virtual Meetings: Large Group Facilitation Best Practices

Length: 1.5 hours

Location: Teams Microsoft Meeting

Description: This course provides practical strategies for planning and delivering large-scale virtual meetings that are accessible, interactive, and responsive to participants with varying levels of expertise, communication styles, and comfort with public participation.

Participants will learn how to design and structure meetings that promote clarity, transparency, and inclusivity, including techniques for developing dynamic, audience-appropriate presentations, establishing clear ground rules, and facilitating respectful and equitable public comment periods. Emphasis will be placed on time management, navigating differences in opinion, and using facilitation tools to keep conversations productive and on track.

Learning Outcomes:

- Design and structure large-scale virtual meetings that are accessible, inclusive, and responsive to participants with diverse backgrounds, expertise, and engagement levels.
- Develop dynamic, audience-appropriate presentations and establish clear ground rules to promote clarity, transparency, and respectful participation.
- Facilitate equitable and effective public comment periods that ensure all voices are heard while maintaining a constructive and inclusive environment.
- Apply time management techniques and facilitation tools to navigate differing opinions and keep large-group discussions focused and productive.

Pre-Training Requirements: None.

7. Foundational Logistics Planning for In-Person Meetings

Length: 1.75 hours

Location: Teams Microsoft Meeting or In Person

Description: This course provides a foundational overview of logistical planning for effective and inclusive in-person meetings. Participants will learn how to anticipate and coordinate the many moving parts that contribute to a smooth and welcoming meeting experience.

Core topics include determining appropriate meeting location, room size, lighting, and layout based on participant numbers and meeting objectives. The course also covers selecting the most effective seating arrangement, scheduling and timing, developing a

facilitation plan, and preparing essential support elements such as refreshments, children's activities, printed materials, directional signage, and AV/technology needs.

Participants will examine a variety of real-world meeting scenarios and learn how to troubleshoot common logistical challenges—such as unexpected attendance changes or unavailable room setups—with confidence and flexibility. This course is ideal for those new to in-person event coordination or anyone seeking to strengthen the foundational skills needed to plan well-executed, inclusive gatherings.

Learning Outcomes:

- Identify and plan for key logistical elements of in-person meetings, including location, room setup, lighting, seating arrangements, and scheduling, to support meeting objectives and participant comfort.
- Develop a comprehensive facilitation and support plan that includes materials preparation, technology/AV needs, refreshments, children's activities, and directional signage.
- Apply strategies to anticipate and respond to common logistical challenges, such as unexpected attendance changes or room setup issues, with flexibility and problem-solving skills.
- Design inclusive in-person meetings that create welcoming environments for diverse participants by addressing accessibility, engagement, and participant needs.

Pre-Training Requirements: None.

8. Foundational Logistics Planning for Virtual Meetings

Length: 1.5 hours

Location: Teams Microsoft Meeting

Description: This course provides practical guidance on planning and executing effective virtual and webinar-style meetings, with a strong emphasis on designing interactive experiences that sustain participant engagement, even in digital environments where multitasking and distraction are common.

Participants will learn how to develop detailed planning tools such as annotated agendas and/or a comprehensive run-of-show, as well as define roles and responsibilities for key production staff. The course also covers the importance of conducting dry runs and preparing contingency plans to address common technical disruptions, such as connectivity issues. A central focus will be on selecting and employing virtual engagement tools (such as polls, chats, breakout rooms, and interactive visuals) to foster meaningful participation and maintain energy throughout the meeting.

Learning Outcomes:

- Develop and apply key planning tools to ensure smooth and well-structured virtual and webinar-style meetings.
- Define and coordinate roles and responsibilities for virtual meeting production teams to support seamless execution and participant experience.
- Utilize virtual engagement tools to foster active participation and sustained attention in digital environments.
- Anticipate and respond to common technical challenges by conducting dry runs and creating contingency plans that support continuity and minimize disruption.

Pre-Training Requirements: None.

9. Hybrid Meetings: Best Practices for Success

Length: 1.5 hours

Location: Teams Microsoft Meeting

Description: Ideal for facilitators, planners, and outreach professionals, this course offers practical tools and insights to confidently navigate the complexities of hybrid meetings. Best practices for designing, facilitating, and managing hybrid meetings will be discussed with an emphasis on participant inclusion and interaction, the session explores strategies to ensure that all attendees, regardless of location, have a meaningful and fully participatory experience.

Participants will learn how to plan for the unique logistical, technical, and facilitation demands of hybrid meetings, including staffing considerations, equipment needs, and intentional outreach to ensure diverse participation. The course also covers techniques for integrating interactive activities that connect in-person and virtual participants and foster real-time engagement across formats.

As part of the training, participants will examine a case study from the Department's 2022 Multi-Benefit Land Repurposing Program grantee orientation, highlighting a successful example of hybrid meeting implementation and lessons learned.

Learning Outcomes:

- Design and facilitate hybrid meetings that promote inclusive participation and meaningful interaction for both in-person and remote attendees.
- Identify and plan for the logistical, technical, and staffing requirements unique to hybrid meetings to ensure smooth execution and accessibility.
- Apply engagement strategies and interactive tools that connect virtual and in-person participants, fostering real-time collaboration and equity.

- Evaluate lessons learned from a real-world case study to identify effective practices and potential pitfalls in hybrid meeting implementation.

Pre-Training Requirements: None.

10. Planning for Successful Attendance at Meetings

Length: 1.5 hours

Location: Teams Microsoft Meeting

Description: This session will provide insights into the key components for ensuring successful participant attendance at public meetings. Training participants will learn how to analyze local demographic data, identify key audiences, and prioritize outreach efforts that ensure inclusive representation of partners, stakeholders, and the public. The course will provide practical guidance on building trust and encouraging meaningful participation across linguistic and cultural boundaries. Effective outreach methods such as in-person and virtual pre-meetings, direct phone calls, emails, and social media will be covered.

Learning Outcomes:

- Analyze local demographic data to identify key audiences and tailor outreach strategies that reflect community needs and priorities.
- Apply a range of outreach methods to increase meeting visibility and attendance.
- Implement culturally and linguistically responsive strategies to engage a broad scope of community members.
- Practice through roleplaying to build skills for "cold calling".

Pre-Training Requirements: None.

11. Key Skills: Language Access Best Practices

Length: 1.5 hours

Location: Teams Microsoft Meeting

Description: Active and thoughtful inclusion of those who may be more comfortable in a language other than English is an essential part of effective public engagement planning and implementation.

Participants will explore how to understand language assets and needs in each target geographic area (including Low English Proficiency [LEP] numbers; how to decide which documents to translate; and when interpretation at meetings is appropriate.

Determining the level of collaborative pre-work that must be done with translators (written) and interpreters (verbal), and the need for community review of services will also be explored. How to connect with, and partner with local leaders for this review or 'ground truthing' of your approach will also be covered.

Learning Outcomes:

- Assess language needs and assets in target geographic areas using tools such as LEP data to inform inclusive public engagement planning.
- Determine when and how to provide translation and interpretation services by evaluating meeting context, materials, and community needs.
- Collaborate effectively with translators and interpreters by identifying the appropriate level of preparation and coordination required to ensure accuracy and cultural relevance.
- Engage local leaders and community members to review, validate, and strengthen language access strategies through culturally responsive partnerships.

Pre-Training Requirements: None.

12. Key Skills: Introduction to Challenging People and High Emotions

Length: 1.5 hours

Location: Teams Microsoft Meeting

Description: This training focuses on equipping participants with practical tools and communication strategies for effectively managing challenging situations. Proactive and compassionate approaches to de-escalation is emphasized when discussing heightened emotions and conflict.

Participants will learn core techniques such as active listening, recognizing and responding to fear-based reactions, and maintaining composure in emotionally charged interactions. The session also covers how to prepare for difficult conversations and build confidence in responding calmly and effectively in real time. Throughout the training, an equity lens is applied to ensure that participants understand how identity, lived experience, and systemic dynamics can influence public interactions.

Learning Outcomes:

- Apply active listening and empathetic communication techniques to navigate challenging interactions and de-escalate heightened emotions effectively.
- Recognize and respond to emotional-based reactions in real time while maintaining composure and promoting respectful dialogue.
- Prepare for and engage in difficult conversations with confidence, using proactive strategies to reduce conflict and foster understanding.
- Recognize how identity, lived experience, and systemic factors influence public interactions, and incorporate an equity lens into de-escalation and communication practices.

Pre-Training Requirements: None.

13. Key Skills: Ensuring Meeting Presentations are Accessible and Compelling

Length: 1 hour

Location: Teams Microsoft Meeting

Description: Whether in person or online, concrete steps can be taken to ensure that presentations are accessible to all audiences, and that information is delivered in an effective and compelling way. Participants will learn how to design presentations that are inclusive of people with disabilities and other groups followed by a list of resources for technical details and additional suggestions. In addition, this course will cover key strategies for creating compelling narratives that will synchronize with your audience for greater impact.

Learning Outcomes:

- Design and deliver presentations that are accessible to all audiences, including individuals with disabilities and other historically excluded groups.
- Apply best practices for inclusive presentation design across in-person and virtual formats, ensuring clarity, usability, and engagement.
- Utilize storytelling and narrative techniques to create compelling presentations that resonate with diverse audiences and enhance message impact.
- Identify and apply relevant accessibility resources and technical guidance to support continuous improvement in inclusive communication.

Pre-Training Requirements: None.

14. Key Skills: Developing Effective Group Charters

Length: 1 hour

Location: Teams Microsoft Meeting

Description: When working on an ongoing basis with a group, a "charter" can be a helpful document to set a group up toward success. This session will go over typical key components of a strong charter including background and purpose, timeline, goals, guiding principles, structure of meetings and cadence, member roles and responsibilities, ground rules, attendance expectations and alternates, communications with the media, decision-making process, as well as group materials and reports.

Learning Outcomes:

- Identify the key components of an effective group charter, including purpose, goals, timeline, and guiding principles to support group cohesion and shared understanding.
- Define roles, responsibilities, and meeting structures that promote accountability, consistency, and productive collaboration within ongoing group work.
- Establish clear ground rules, attendance expectations, and decision-making processes to support transparency and equitable participation.
- Develop communication protocols and documentation practices that guide external communication, including media engagement, and ensure clarity around group materials and reporting.

Pre-Training Requirements: None.

15. Key Skills: Relationship Development with Grass-Tops Leaders

Length: 1.5 hours

Location: Teams Microsoft Meeting or In Person

Description: This course will provide strategies and tips for building collaborative relationships with grass-top leaders. By "grass-tops", we mean individuals within a community or region that are formal or informal leaders. Participants will learn how to research and identify individuals to reach out to, as well as tips for how to analyze who might be missing from a target list. Tips for how to prepare for "cold calls" will be reviewed and practiced through role playing exercises. Suggestions on how to foster two-way relationships will be also explored through interpersonal skill building.

Learning Outcomes:
- Research and identify key grass-tops individuals relevant to a specific advocacy or outreach goal.
- Analyze and assess gaps in target outreach lists to ensure diverse and inclusive engagement.
- Develop and practice effective cold call strategies through role-playing exercises.
- Apply techniques for fostering two-way relationships with grass-tops leaders to encourage ongoing collaboration.

Pre-Training Requirements: None.

16. Key Skills: Making "Cold Calls" to Local Govt and Community Leaders

Length: 1.5 hours

Location: Teams Microsoft Meeting or In Person

Description: This hands-on training equips participants with the essential skills and strategies needed to confidently make cold calls to local government officials and community leaders. Participants will learn how to research individuals and their roles prior to outreach, develop a clear and purpose-driven script, and apply effective communication techniques during calls to build rapport and establish credibility. The course emphasizes the importance of identifying specific, actionable requests ("asks") while ensuring reciprocity and mutual benefit in the conversation.

To build confidence and apply these skills in a real-world context, participants will engage in interactive role-playing exercises where they will practice making cold calls and receive constructive feedback.

Learning Outcomes:

- Conduct targeted research on local government and community leaders to inform personalized and strategic outreach efforts.
- Develop and refine a clear, purpose-driven call script that articulates key messages, builds rapport, and reflects the goals of the engagement.
- Apply effective communication strategies during cold calls to establish credibility, foster trust, and encourage reciprocal dialogue.
- Demonstrate cold-calling techniques in role-play scenarios and incorporate feedback to improve clarity, confidence, and impact.

Pre-Training Requirements: None.

17. Key Skills: Setting up Effective Local Site Visits

Length: 1.75 hours

Location: Teams Microsoft Meeting or In-Person

Description: On-the-ground understanding of your project area is essential for developing meaningful, equitable, and community-responsive efforts. This training explores how to plan and conduct intentional, well-balanced site visits that prioritize listening to and learning from local leaders who are experts in their communities.

Key topics include identifying diverse stakeholders, understanding local histories and dynamics, and ensuring that site visits reflect the community's priorities and values. The session also includes interactive role-play exercises, including how to engage and schedule time with local leaders and community partners. This course is ideal for staff

and practitioners seeking to strengthen place-based engagement strategies through trust-building and collaborative learning.

Learning Outcomes:

- Plan and conduct intentional, well-structured site visits that prioritize listening to local leaders and reflect the values, priorities, and lived experiences of the community.
- Identify and engage a diverse range of stakeholders by understanding community dynamics, cultural context, and representative leadership.
- Analyze local histories and place-based factors to inform equitable engagement strategies and build community trust.
- Demonstrate effective outreach and communication techniques through role-play exercises that strengthen confidence in scheduling and meeting with local leaders and partners.

18. Key Skills: Evaluating Public Engagement and Reporting Back

Length: 1.5 hours

Location: Teams Microsoft Meeting or In Person

Course Description: Evaluation of engagement doesn't just help us demonstrate the value of our public engagement initiatives but can help bring us closer to our audiences by giving the non-specialists a strong clear voice. This course will guide you through the best evaluation processes showing you When, Why and crucially How to use evaluation to give you reliable and clear data. Demonstrate successes/progress to colleagues, leadership, and the public; learn how to improve your processes and have a better understanding of the people you are connecting with.

Learning Outcomes:

- Explain the importance of evaluation in demonstrating the value of public engagement initiatives.
- Identify appropriate times and contexts to implement evaluation in engagement efforts.
- Apply effective evaluation methods to collect reliable and meaningful data from non-specialist audiences.
- Communicate evaluation findings clearly to colleagues, leadership, and the public.
- Use evaluation insights to refine engagement strategies and better understand audience needs and perspectives.

Pre-Training Requirements: None.

19. Advanced Planning: Common Areas of Challenge in Public Engagement

Length: 2 hours

Location: Teams Microsoft Meeting or In Person

Description: Tips and strategies for avoiding or addressing four common areas of challenge in public engagement will be covered in this course. Whether we like it or not, issues often stem from (1) internal organizational challenges, (2) political issues at the state or national level, (3) nuanced issues with local, regional, or statewide participants/partners, (4) logistical issues with your meeting (i.e., connectivity issues with online meetings or unforeseen venue issues for in-person meetings).

Learning Outcomes:

- Identify four common categories of challenges that frequently arise in public engagement efforts.
- Analyze the root causes of challenges stemming from internal organizational dynamics and broader political contexts.
- Recognize complex stakeholder dynamics at the local, regional, and state levels that may impact engagement efforts.
- Develop strategies to proactively address and mitigate logistical issues associated with both virtual and in-person meetings.
- Apply practical tools and techniques to navigate and respond effectively to unforeseen public engagement obstacles.

Pre-Training Requirements: None.

20. Advanced In-Person Meeting and Workshop Design

Length: 1.75 hours

Location: Teams Microsoft Meeting

Description: This advanced training offers participants practical strategies to design and facilitate effective in-person meetings and workshops that are engaging, goal-oriented, and thoughtfully planned. Participants will learn how to develop a clear meeting vision, define desired outcomes, and align every element of the agenda and environment to support those goals. The session will walk through the full planning process, including often-overlooked considerations that can significantly influence the success of a meeting.

Key topics include selecting an appropriate location, determining room size and layout, scheduling, planning interactive activities, identifying material and technology needs,

and arranging for amenities such as refreshments. Participants will also explore common challenges through real-world scenarios and learn how to pivot effectively when unexpected changes occur.

Learning Outcomes:

- Develop a clear meeting vision and define desired outcomes to guide the design and facilitation of effective in-person meetings and workshops.
- Apply comprehensive planning strategies by aligning agenda, logistics, and environmental factors to support participant engagement and meeting goals.
- Evaluate and select appropriate meeting elements such as location, room layout, timing, materials, technology, and amenities to enhance the overall participant experience.
- Demonstrate flexibility in navigating real-world meeting challenges by identifying common issues and applying practical solutions to adapt plans as needed.

Pre-Training Requirements: None.

21. Advanced Hybrid Meetings and Workshop Design

Length: 1.75 hours

Location: Teams Microsoft Meeting

Description: Designing effective hybrid meetings and workshops requires a nuanced understanding of inclusion, accessibility, and equity-centered facilitation. Participants will explore strategies for intentional design that bridges the physical and virtual experience, with a strong emphasis on equitable access to information, participation, and decision-making.

Topics include selecting and using inclusive technologies, establishing clear facilitation roles, managing group dynamics across formats, and building interactive agendas that promote full engagement from both in-person and remote attendees. The course also addresses logistical and staffing considerations, language access, and cultural responsiveness, as well as tools for evaluating and adapting hybrid approaches to meet the needs of diverse communities.

Learning Outcomes:

- Design hybrid meetings and workshops that prioritize inclusion, accessibility, and equity, ensuring all participants have meaningful opportunities to engage—regardless of location or format.

- Select and implement inclusive technologies and facilitation structures that support active participation and shared decision-making across in-person and virtual environments.
- Navigate group dynamics and build interactive agendas that promote collaboration and full engagement from diverse audiences in hybrid settings.
- Apply strategies for logistical planning, language access, and cultural responsiveness to adapt hybrid meeting approaches to reflect community needs and values.

Pre-Training Requirements: None.