



Central Florida HIV Planning Council

Quarter 2 Training 2026

May _____, 2026

Heart of Florida United Way (1940 Cannery Way, Orlando, FL 32804)

Time	Topic	Facilitator
0:00 PM 10 mins	Welcome/ Introductions/ Group Agreement	
10 mins	Break	
10 mins	Break	
0:00 PM	Training Evaluations & Closing	

2026 Training Planning		
Annual Topics (these can look different in 2026)	Time Allotted (past training)	Completed in 2026?
Robert's Rules (RR)/Parliamentary Procedure	25 mins	✓
Florida Sunshine & Public Record Laws	20 mins	
Needs Assessment	20 mins	
Understanding Data & Reading Reports (2x in 2025)	50 mins	
Conflict of Interest	30 mins	September 2026
Funding Streams	30 mins	September 2026
Priority Setting & Resource Allocation (creating directives, mock PSRA- <i>allocate more time in 2026</i>)	90 mins	September 2026
Other Previously Covered Topics		
Communication & Navigating Meetings (do more, do less, RR, communication styles)	60 mins	✓
Nonpartisan Education (<i>facilitated by a guest</i>)	60 mins	✓
Mock Meeting	50 mins	
Model Member Strategies (meeting etiquette, rules of conduct)	45 mins	
DiSC (various topics related to communication, collaboration, working in teams/groups)	60 mins	
Public Comment	15 mins	
Quality Management Overview	40 mins	
Service Categories Activity	25 mins	
Lost at Sea Activity- team building and collaboration (<i>facilitated by a member</i>)	60 mins	
Games & Knowledge Review		
Jeopardy	45-60 mins (varies)	
Mentimeter		
Quizziz (limited usage due to licensing)		