



Central Florida HIV Planning Council Quarter 2 Training 2026

May 8, 2026

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

Time	Topic	Facilitator
1:00 PM 10 mins	Welcome/ Introductions/ Group Agreement	M&E Member
15 mins	Quick DiSC Overview	WM
50 mins	Breakout Groups #1 (<i>delete: same style groups</i>)	All Members
30 mins	Full Group Debrief	
20 mins	Break	
50 mins	Breakout Groups #2 (<i>delete: mixed style groups</i>)	All Members
30 mins	Full Group Debrief	
4:30 PM	Training Evaluations & Closing	

Mock Meeting- topics to tackle (scenario cards)

1. Conflict of Interest (COI slides)
2. **Member Conduct** (meeting etiquette & rules of conduct slides)
 - a. Communicating ideas respectfully
 - b. Effective communication (feeling comfortable asking questions)
 - c. Keeping each other accountable
3. Robert's Rules
 - a. Making motions
 - b. Understanding when items need motions
4. Public comments (public comment)
5. Communication outside of meetings (sunshine law and public comment slides)
6. **Purpose of the PC- remembering our why (icebreaker or closing/grounding statement- have kara talk about that at the beginning of the meeting)**

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)		