

Making Program Team Meetings Successful

By bringing people and workgroups together, Program Teams (PT) meetings offer a key opportunity for people to connect. These meetings offer the opportunity for people to **Network, Share and Learn**.

PT chairs have suggested the following to help meetings be successful.

Overview considerations

- **Funding.** Leverage other funding sources to expand meeting opportunities and participants.
- **Location.** Consider meeting at different locations around the state (recognizing the need for economic (preferably free) venue options. **Note:** the Davis UC ANR rooms are free.)



Thoughts on Networking

- **Allow time and space** for the “reunion” and “meet and greet” parts of the meeting; providing the opportunity to meet new people, catch up and talk informally about what is going on with programs
- **Engage relevant Work Groups** in meeting planning and notification.
- **Use activities** (e.g., group activities, field visits, bus tours, etc.) as good opportunities to network and learn – **Note:** additional cost will need to be covered from other sources.
- **Attract AES** by asking them to give presentations or by holding meetings near their locations.

Thoughts on Sharing

- **Focus.** Organize meetings around a theme
- **Short Presentations.** Have Lightning talks and research updates from participants. However, the feasibility of this depends on the number of participants.
- **Combine meetings** with other Program Teams. Coordinate to avoid too many conflicts in terms of topics of interest happening at the same time.
- **Invite Program Area Chairs and UC ANR Leadership**
- **Invite UC ANR Strategic Communications** staff so they can hear about projects and connect with people. Such contact can lead to press releases and social media outreach

Thoughts on Learning

- **Training.** Include in-service training and educational content. Examples: The Dairy PT had a Trade journal editor (by zoom) coach the group on “writing for lay audiences”. Others have invited Program Planning and Evaluation to help with tools for needs assessments and impact documentation and writing.