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## Step I: Brainstorming/Intake Form

**Instructions:** The brainstorming/intake form should be used to determine what is needed and what does the activity target. The Community Champion may also use the brainstorming/intake form to develop facilitation scripts for their respective community activities (i.e., meetings, workshops, events, etc.).

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| **Prep** | **General Notes:** Brainstorm the reason it is important to bring a group/individual together to think, talk or work together. |
| **Topic:** This should be descriptive to help develop your rationale and experiential aims. (**Example:** Engaging community partners to collaborate to address community health concerns)  ENTER YOUR TOPIC HERE: |
| **Rational Aim Instructions for Community Champions**: Rational aims are defined statements that answer the questions, what is the workshop/meeting intent? What is the desired outcome of the workshop/meeting/event? What will be accomplished at the workshop/meeting/event? A suggestion of two or three rational aims.  **Examples:**   * **Correct:** 1) Determine community partners availability to engage in community care coordination work; 2) Build relationships with key partners (i.e., ministerial staff, schools) to understand their priorities for addressing community health needs * **Incorrect:** 1) How much time will community partners have for this work? 2) What are your priorities for addressing community health needs?   ENTER YOUR RATIONAL AIM HERE: |
| **Experiential Aim Instructions for Community Champions**: Experiential aims are defined statements that answer the questions, how do I want the group to feel during the workshop/meeting/event? How do I want the group to be? How do we want to connect? What feelings do we want the participant to experience? A suggestion of two or three experiential aims.  **Examples:**   * **Correct:** 1) Participants will feel their perspectives matter. 2) Participants will feel that they can make a difference; 3) Participants will feel increased trust in the collaboration. * **Incorrect:** 1) Why does my perspective matter? 2)How can I make a difference? 3) Will participants feel increased trust in the collaboration?   ENTER YOUR EXPERIENTAL AIM HERE: |
| **Attendees/Participants/Community Partners Instructions for Community Champions:** Which community partners should be involved in the workshop/meeting/event? (**Examples:** School administrators, Counseling Center, Church, Pharmacy Staff, Pastoral Alliance, Mental and behavioral health providers, Primary care physicians, Library, Health Dept, Law enforcement)  **Total Invitees:** Determine how many attendees will be invited. DRCHSD staff recommends no more than 25. Be mindful of the ratio to facilitators and attendees (i.e., 20 attendees: 2 facilitators). If there will be small group work also consider the number of facilitators needed to support engagement.  BRAINSTORM YOUR ATTENDEES HERE: |
| **Date and Time of Workshop:** Determine a date by considering community partners’ available time, holidays, upcoming events, your schedule as a facilitator and the amount of time you would need to prepare, funding opportunities that would support next steps following the workshop/meeting/event.  **Location:** Determine if the workshop/meeting/event will be in-person or virtual. |

## Step II: Develop Agenda

**Instructions:** The agenda will be shared with the meeting participants. Refer to the prep (intake form) to craft the agenda. The below is a sample agenda and agenda items. **Please use your creativity to develop an agenda and agenda items that are unique to your group’s topic, rational and experiential aims, and style.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose: Add your rational aims here.** | | | | |
| **Audience: Add your meeting attendees/participants here. This area can be high-level.** | | | | |
| **Date/Time: Add your date/time here.** | | | | |
| **Time** | **Agenda Item** | **Intent (Rational and Experiential Aim)** | **Facilitation Method (ORID, Consensus, or Action Planning)** | **Speaker/Facilitator** |
| 15 minutes | Getting Started | R:  E: |  |  |
| 30 minutes | Setting the Stage | R:  E: |  |  |
| 45 minutes | Community Conversations | R:  E: |  |  |
| 20 minutes | Report out, Debrief and Closing | R:  E: |  |  |

## Step III: Develop Facilitation Script

**Instructions:** The facilitation script is designed to direct the workshop/meeting/event. It prepares the facilitator to harness people’s wisdom and energy while engaging various ‘thinking’ (hint: Lumina) styles. A facilitation script helps the facilitator remain on schedule, create flexibility, and accomplish the goal.The below is an example of a facilitation guide template. **Please use your creativity to develop a facilitation script that is unique to your group’s topic, rational and experiential aims, and style**.

|  |  |
| --- | --- |
| **Add Date and Time Here** | |
| **Rational Aim:** Add rational aim(s) here. | |
| **Experiential Aim**: Add experiential aim(s) here. | |
| **Staffing:** Community Champion and additional facilitators (as applicable) should be listed here. | |
| **Audience:** Add your meeting attendees/participants here. This area can be high-level. | |
| **Day(s) Before Workshop/Meeting/Event:**   * Complete prep work for the event including printing or creating documents, confirming RSVPs, finalizing PowerPoint, room setup (virtual or in-person) | **Materials:** List materials to support the agenda item (i.e., PowerPoint presentation, attendee list, notetaking document, agenda, etc.) |
| **30 – 60 minutes prior to workshop/meeting/event**   * Setup up room (virtual or in-person) 30 – 60 minutes prior to the start time to ensure room is ready to go and help participants and guest speakers or additional facilitators. | **Materials:** List materials to support the agenda item (i.e., PowerPoint presentation, attendee list, notetaking document, agenda, etc.) |
| **Include timeframe and agenda item**   * Add intro/opening script here to provide the context/purpose to prepare attendees for what is to be discussed/expected. | **Materials:** List materials to support the agenda item (i.e., PowerPoint presentation, attendee list, notetaking document, agenda, etc.) |
| **Include timeframe and agenda item**   * Add script to ensure all attendees have the same information about the topic you will be discussing. | **Materials:** List materials to support the agenda item (i.e., PowerPoint presentation, attendee list, notetaking document, agenda, etc.) |
| **Include timeframe and agenda item**   * Add script to reflect on the information shared and use their imagination. | **Materials:** List materials to support the agenda item (i.e., PowerPoint presentation, attendee list, notetaking document, agenda, etc.) |
| **Include timeframe and agenda item**   * Add script here to include small group directions. * Add script here to understand perspectives of attendees | **Materials:** List materials to support the agenda item (i.e., PowerPoint presentation, attendee list, notetaking document, agenda, etc.) |
| **Include timeframe and agenda item.**   * Add script to direct report out (if small groups are formed), debrief, next steps and closing comments. | **Materials:** List materials to support the agenda item (i.e., PowerPoint presentation, attendee list, notetaking document, agenda, etc.) |