Contents

[Champion Instructions 2](#_Toc193874070)

[Meeting Agenda 3](#_Toc193874071)

[Meeting Facilitation Script 4](#_Toc193874072)

[Meeting Summary Report Template 6](#_Toc193874073)

# Champion Instructions

**Purpose**: Facilitate a post-event report and conversation with the health care organization's (HCO) leadership team to 1) Debrief the INSERT EVENT NAME; 2) Draw a connection between the community’s needs and HCO’s current/emerging priorities (e.g. FOA and QI action plans; telehealth, etc.); and 3) Confirm next steps to maintain community engagement. **NOTE**: Center staff does NOT need to be a part of the conversations – we want you to own the facilitation of the conversation.

**Audience**: Community Champion, Health Care Organization Leadership, Community Champion Supervisor

**Timeline**: Within two weeks of the event (Community Connect Event or Priority Action Planning Workshop).

**Meeting Prep Work:**

1. Schedule a meeting with your health care organization's leadership team.
2. Email the meeting agenda and event summary report to the leadership team in advance. Ask leadership to review the report and come prepared to answer the questions below, ensuring they have sufficient time to thoughtfully engage in the meeting.
	1. In reviewing the community’s priorities and action plans (see pages ####), along with our internal action plans (e.g. FOA, QI, etc.), what connections do you see?
	2. What questions or thoughts does this raise for you?
	3. Based on the priorities, where do we see sustainable changes that could be made in our community?
	4. Based on the priorities, what resources (e.g. time, expertise, etc.) can the health care organization provide to support the Champion’s ongoing work with community partners?
	5. What are our next steps as a leadership team in utilizing this report?
	6. How would you summarize the impact of the workshop?

**Meeting Materials:** PowerPoint presentation summarizing event outcomes; Printed copies of the summary report; Notetaking tools (e.g., flipchart paper, notepads); Pens; Markers

# Meeting Agenda

**INSERT HCO NAME –** **Post-Community Event Summary Report Out and Debriefing**

**Purpose:** **Facilitate a post-event report and conversation with the health care organization's (HCO) leadership team to 1) Debrief the INSERT EVENT NAME; 2) Draw a connection between the community’s needs and HCO’s current/emerging priorities (e.g. FOA and QI action plans; telehealth, etc.); and 3) Confirm next steps to maintain community engagement.**

**Audience: Community Champion, Health Care Organization Leadership Team, Community Champion Supervisor**

**INSERT DATE (INSERT TIME)**

|  |  |  |
| --- | --- | --- |
| **5 minutes**  | **Getting Started** * **Provide welcome**
* **Discuss purpose of the day**
 | **Champion, CEO** |
| **15 minutes** | **Setting the Stage – Presentation** * **Share a PowerPoint presentation summarizing the event’s outcomes.**
 | **Champion**  |
| **35 minutes** | **Report Debrief Conversation*** **Discuss the event’s outcomes as a large group**
 | **Champion**  |
| **5 minutes** | **Closing*** **Share next steps**
 | **Champion, CEO**  |

# Meeting Facilitation Script

|  |
| --- |
| **Add Date and Time Here**  |
| **Rational Aim: Facilitate a post-event report and conversation with the health care organization's (HCO) leadership team to 1) Debrief the INSERT EVENT NAME; 2) Draw a connection between the community’s needs and HCO’s current/emerging priorities (e.g. FOA and QI action plans; telehealth, etc.); and 3) Confirm next steps to maintain community engagement.**  |
| **Experiential Aim: The HCO's leadership team will gain a deeper understanding of the relevance of community engagement and its role in sustaining ongoing engagement.** |
| **Facilitator(s): Champion and CEO**  |
| **Audience: Health Care Organization Leadership including Community Champion Supervisor** |
| **Day(s) Before Workshop/Meeting/Event:** * **Complete prep work for the event including printing or creating documents, confirming attendance, finalizing PowerPoint, room setup (virtual or in-person)**
 | **Materials: Have all meeting materials prepared: PowerPoint presentation summarizing event outcomes; Printed copies of the summary report; Notetaking tools (e.g., flipchart paper, notepads); Pens; Markers** |
| **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: Have all meeting materials prepared: PowerPoint presentation summarizing event outcomes; Printed copies of the summary report; Notetaking tools (e.g., flipchart paper, notepads); Pens; Markers** |
| **INSERT AGENDA TIME – Getting Started*** **Hi team, thanks for taking the time to meet with me today! The purpose of this meeting is to: 1) Debrief the INSERT EVENT NAME; 2) Draw a connection between the community’s needs and HCO’s current/emerging priorities (e.g. FOA and QI action plans; telehealth, etc.); 3) Confirm next steps to maintain community engagement.**
 | **Materials: PowerPoint Presentation and printed copies of the summary report** |
| **INSERT AGENDA TIME – Setting the Stage** * **Champion to deliver a PowerPoint presentation summarizing the INSERT EVENT NAME outcomes.**
 | **Materials: PowerPoint Presentation and printed copies of the summary report** |
| **INSERT AGENDA TIME – Report Debrief Conversation:** * **Would someone be willing to volunteer to take notes? The notes will be electronically documented into a report and shared with the leadership team.**
* **Objective:**
	+ **What were your first impressions of the event summary report?**
	+ **What is something in the summary report that caught your attention?**
* **Reflective:**
	+ **What surprised or excited you? / What concerned you?**
* **Interpretive:**
	+ **In reviewing the community’s priorities and action plans *(see pages ####),* along with our internal action plans (e.g. FOA, QI, etc.), what connections do you see?**
* **What questions or thoughts does this raise for you?**
* **Based on the priorities, where do we see sustainable changes that could be made in our community?**
* **Decisional:**
* **Based on the priorities, what resources (e.g. time, expertise, etc.) can the health care organization provide to support the Champion’s ongoing work with community partners?**
* **What are our next steps as a leadership team in utilizing this report?**
* **How would you summarize the impact of the workshop?**
 | **Materials: Notetaking tools (e.g., flipchart paper, notepads); Pens; Markers** |
| **INSERT AGENDA TIME – Closing*** **This has been a very helpful discussion. Thank you for your preparation and reflection. I will follow up in the coming week to share the notes from today’s meeting.**
* **Now, I will turn it over to the CEO for final thoughts.**
 | **Materials: Reminder to collect the notes.** |

# Meeting Summary Report Template

Notes: Please use the questions and the space below to document feedback during the debrief conversation. Submit the summary report to Robbie (rnadeau@ruralcenter.org) within one-week of the leadership team meeting.

|  |  |
| --- | --- |
| **Objective:** 1) What were your first impressions of the event summary report? 2) What is something in the summary report that caught your attention |  |
| **Reflective:** What surprised or excited you? / What concerned you? |  |
| **Interpretive**: 1) In reviewing the community’s priorities and action plans (see pages ####), along with our internal action plans (e.g. FOA, QI, etc.), what connections do you see? 2) What questions or thoughts does this raise for you?3) Based on the priorities, where do we see sustainable changes that could be made in our community? |  |
| **Decisional**: 1) Based on the priorities, what resources (e.g. time, expertise, etc.) can the health care organization provide to support the Champion’s ongoing work with community partners? 2) What are our next steps as a leadership team in utilizing this report? 3) How would you summarize the impact of the workshop? |  |