Report Template

(Health Care Organization Name)

Stay the Course Workshop

Delta Regional Community Health System Development Program (DRCHSD)

Meeting Dates:

Workshop Location:

Prepared by:

*Insert organization logo if available*

Instructions: This template is a Word document that is designed to allow you to cut and paste from your own organization’s information.

1. Edit the cover page by inserting your health care organization’s name and logo, meeting dates, and who presented.
2. Change the header to reflect your organization’s name.
3. Insert data in appropriate spaces from the data you received from DRCHSD staff.
4. Feel free to add narrative to the sections.
5. Update the table of contents if you desire to use it. Otherwise delete.
6. When finished, delete this text box.

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### Stay the Course Event – Date

* Event Attendance: fill in who attended = make a bullet list from photo that includes name and organization.

### Agenda:

* + Welcome
  + Setting the Stage
  + Analysis of Current Plans
  + Moving Forward
  + Solutions Workshop: Breakouts
  + Report Out
  + Closing / Adjourn

### Question of the Day:

What are the next steps we need to take to accomplish our victory in our program priorities?

### Program Highlights

Community Champion, [your name here], began by welcoming all in attendance. [He/She/They] reviewed the purpose of the pulling all the community partners together with various [HCO] managers together for the Stay the Course Planning event. [Community Champion] lead the group in introducing themselves to each other. Following the introductions, she set the stage for today’s work by talking about the accomplishments the community has bad through describing the various events and showing pictures of thing done under the DRCHSD program.

In the Setting the Stage presentation, [Community Champion] talked about what is no longer present in their community since working in the program. [He/She/They] talked about what has become status quo as a result of the program and mentioned the things that are just beginning to emerge as a result of DRCHSD program. The next portion of the wave analysis are horizon ideas. [Community Champion] challenged the group to move forth with these new ideas. The final portion of the wave analysis is the undertow, the things that keep you down. [Community Champion] brought out some things that continue to undermine their work.

[Community Champion] finished setting the stage by explaining the next steps of the workshop.

### Analysis of Current Plans

The previously established community priorities were reviewed using a sticky wall. The actions were reviewed to find out if they had been completed, were in process, or no longer applicable. The chart below illustrates the discussion. Completed | In Progress |

|  |  |  |  |
| --- | --- | --- | --- |
| [Priority Area] | [Priority Area] | [Priority Area] | [Priority Area] |
| [Action Item] |  |  |  |
| [Action Item] |  |  |  |
| [Action Item] |  |  |  |
| [Action Item] |  |  |  |
| [Action Item] |  |  |  |

### Moving Forward

The group reviewed the victory that was established in the Community Priority Action Planning Workshop. The participants were asked to state one word that stood out to them. The ideas are represented in the below table.

|  |  |
| --- | --- |
| **Victory** | |
| * [Idea] |  |

Following the victory discussion, the participants agreed to discuss the two topics [Community Champion] presented in [his/her/their] setting the stage.

* + [Topic #1]
  + [Topic #2]

### Solutions Workshop

The method used to plan for these two areas was the ‘Issues to Solutions’ workshop. It was a guided facilitation where each group would work simultaneously. The first part of the workshop was grounding the participants in the process by thoroughly understanding why they were planning in this area. Then they begin to look at the issues, barriers, stumbling blocks for these areas, followed by determining possible solutions for the issues. The final step was to choose 4 actions they could do in the next three months that would take them one step closer to achieving their victory. The work is illustrated below.

### Insert Topic (look at photos. If you want to make a chart instead of listing – that is perfectly fine.)

Risks of not addressing it:

* Insert points from flip charts

Reasons for addressing it:

* Insert points from flip charts

Issues Related to the topic:

* Insert points from flip charts

Top three issues:

* Insert points from flip charts

Potential Actions for Issue 1

* Insert points from flip charts

Potential Actions for Issue 2

* Insert points from flip charts

Potential Actions for Issue 3

* Insert points from flip charts

Top four actions to address in the next 3 months (From the photos either golden rod or blue)

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Completed by | Who is responsible | Communication needed |
|  |  | Names on Post its |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Slogan:

Insert slogan(s) here

### Next Steps

### Group Picture (optional)

(Insert Group picture)

### Next Meeting