

**Polk County Wellness Coalition
Health Summit Friday November 7, 2008
Workgroup discussion format.**

Small Group Facilitator Outline:

- A) Welcome and thank everyone for their time and participation
- B) Introduce self and your interest and/or connection to the Health and Wellness Coalition in Polk C. (ex: employed by _____, long-time resident, etc.). In order to stay focused on process, suggest that team select a scribe. Easel and markers are provided.
- C) Review ground rules for discussion:
- Confidentiality – personal information and/or perspectives shared should not be repeated. Talking *about the discussion* in general terms is OK.
 - Speak one person at a time. Side conversations (and cell phone answering) should happen outside the group space.
 - Listen for understanding, allowing each person to complete their thought.
 - There are no right or wrong answers
 - The facilitator may interrupt to insure everyone has time to speak or redirect/refocus to the discussion point being addressed.

D) Give a brief overview of the small workgroup format and goals = “We would like ...

1) To think about, get feedback and discuss, as much as time allows, the following questions;

What are the health issues/needs in Polk County?

What can be done to address these issues?

2) Consider within the workgroup which of the identified issues/needs do you see as the top priorities to be addressed?

Which are high or low importance AND which are easily fixed vs. hard to “fix”. Visual of this grid is in your presentation handouts.

E) BEGIN PROCESS:

[go around allowing each person a moment to introduce themselves]

a) Self introductions: Your name and your interest and/or connection to this discussion on Health and Wellness in Polk County. (ex: employed at _____, community member, long-time resident, I am raising 3 kids here,...)

b) Explain that the worksheet with the questions have two purposes – first as a way to gather thoughts and suggestions in writing from people (if you wish to turn in ideas in writing) and second to be used to make a few notes of your thoughts prior to beginning of this discussion.

Pass out the worksheets with the questions and give everyone a few minutes to make a few notes to themselves prior to beginning the discussion.

c) Go around the group and allow each person the opportunity to express one issue/concern. As people express their thoughts encourage ideas that have not yet been mentioned AND acknowledge [possibly with a checkmark] where people agree with something already mentioned.

[be sure to distinguish between an issue/concern and ideas to address issues/concerns]

d) Gather (or sort) ideas for addressing the issues/concerns. Allow questions and discussion on ideas as time allows.

e) Each person will have an opportunity to place each of 3 dots adjacent to the idea(s) you feel are of highest priority to be addressed. *[In order to sort each person’s priorities - Give each person 3 dots]* BEFORE you decide please consider --- which are high or low importance AND which are easily fixed vs. hard to “fix” – cost can be a contributing factor in your choices. *[you may wish to point out the priority grid provided in the packet].* All issues will be part of the ongoing conversation.

F) Before breaking for lunch, review how the dots have clustered. Discuss those that have the most dots. Does the entire group agree with the top 5?

G) Share summary with Jan Woloson.

H) Be prepared to answer questions is large group on your priorities.