Coalition Launch Meeting Facilitator guide

## **Time:** *2.5 hours*

## **Materials**

Coalitions Launch Meeting Facilitator Guide (this guide)

[Power Point Presentation](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/formationpowerpoint.pptx)

[Participants Agenda](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/formationagenda.docx)

[Meeting Minutes template](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/formationminutes.docx)

[Standards](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/formationstandards.xlsx) and [Workgroup](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/formationworkgroups.pdf) handouts for participants

[Voting Techniques information sheet](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/AppendixAVoting.pdf)

Large flip charts with markers

Sticky notes, at least 10 per person

Slips of paper for participants to vote

Extra pens for participants

## **Facilitator Preparation**

Review the Coalition Orientation Facilitator Guide (this guide) and the power point presentation to plan out the meeting. Be sure to read through all the notes in the power point. Make any necessary adjustments or additions, such as filling in information.

Email coalition members at least one week in advance with the participants’ agenda and a reminder about the time and location of the meeting.

Ask one person to bring their laptop so they can take notes. Email them the meeting minutes template in advance.

Review the process timeline and standards.

Print copies of the Formation Standards sheet and the Workgroup Descriptions sheet.

Gather meeting materials such as sticky notes, pens, flip charts, markers, etc.

Decide on a *brief* team building activity or quick check-in; Review the [Coalitions Team Building Opportunities](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/appendixateambuilding.pdf) sheet for ideas.

Check internet connection in room and that you can play the video on slide 18 with sound.

If you have a budget, it’s nice to provide snacks and drinks. If not, see if you can get a donation from a local business. Food can make a big difference for a long meeting!

## **General Notes about the Coalition Launch Meeting**

1. **Coalition work is iterative.** Coalition members are not going to figure everything out today – or in the next year! Encourage members to take one step at a time and not to spend too much time on each agenda section. You’re here to get the ball rolling, not find perfection.
2. **Adults learn in many ways.** This meeting covers a lot of topics and activities, many of which will be new to most coalition members. Offer activities that allow participants to ask questions, repeat out loud what they’ve learned, and even move around the room a bit.
3. **One meeting or two?** You can conduct this meeting all at once, break it up into two, or address each agenda item separately in existing meetings. It is recommended to do it altogether, if possible, to allow your group to build trust and work through issues together.

**Agenda (Facilitator Version)**

### Meeting logistics and overview (*Slides 1-6)* (20 minutes)

* 1. Conduct introductions. Identify your role as facilitator.
  2. Conduct a brief team building “check-in.”
     + Introductions and check-ins are important, especially in this first coalition meeting. This is your first step in building trust among members, which is an essential ingredient to a well-functioning coalition.
  3. Review the agenda for the meeting.
  4. Identify the notetaker(s) and timekeeper.
  5. Agree upon a process for taking and sharing notes and other documents.

### Review progress on forming our coalition (*Slides 7-9)* (10 min)

* 1. Review where the workgroup is in the process.
  2. Summarize the outcome of coalition work so far.
  3. Review progress for any incomplete action steps.
  4. Review your selected coalition framework.

*Facilitation Tip:* **Keep the group moving quickly through agenda items 1 and 2.** Stick to the time limits on the agenda. If a specific point requires follow-up, ask for volunteers to figure it out after the meeting. Ensuring the Standards are complete is very important but can be addressed in regularly scheduled coalition meetings.

### Train Participants on Foundational Coalition Topics (*Slides 10-21)* (30 minutes)

* 1. Use the prepared power point presentation to review public health, evidence-based community coalitions, and prevention science.
  2. If you have several new people in this meeting who have not participated in the coalition to this point, go through these training slides. Otherwise, skip this section if the group has already reviewed them in previous meetings.
     + Offer the [Appendix B: External Resources](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/appendixb.docx) information sheet to members to continue learning, if desired.

### Elect Coalition Leadership (*Slides 22-24)* (10 minutes)

* 1. Explain the roles to be elected.
  2. Ask if there are any nominations for the elected roles. Encourage people to nominate themselves.
  3. Vote!
  4. Ensure the notetaker captures the decisions in the notes.

### Take a short break (10 minutes)

### Name the Coalition (*Slides 26-27)* (15 minutes)

* 1. Ask the group: *Why are you interested in joining this coalition? What is motivating you to show up today?*
  2. Use these responses to come up with ideas for a name. Have people shout out ideas.
  3. Vote with a raise of hands.
  4. Once you have a winner, ask if everyone can live with that name.

### Establish Workgroups (*Slides 28-30)* (30 minutes)

* 1. Review the list of suggested workgroups to start with and go over each group’s role.
  2. Assign each workgroup to a different part of the room and ask people to move to the group they would most like to work with.

### Brainstorm a Vision Statement (*Slides 31-32)* (15 minutes)

* 1. Give each person 5-10 sticky notes. Ask them to imagine what their community would look like, sound like, smell like, and feel like if the coalition were completely successful in its efforts. Have them write their ideas on sticky notes, one idea per note, and stick them on the flip chart sheet (not on the wall or whiteboard).
  2. Read the notes out loud and group them together into similar categories.
  3. Ask for volunteers to complete the vision bullet points.

### Wrap Up and Next Steps (*Slides 33-36)* (10 minutes)

* 1. Schedule your next coalition meeting
  2. Create and assign assignments
  3. Lead a meeting check-out

*Facilitation Tip*: Some members may not feel comfortable expressing dissatisfaction. Look for signs such as body language or lack of participation in the conversation. It’s okay to encourage people to speak up, just be careful of putting them on the spot. Make a space for them to speak up – be comfortable with a minute of silence as they consider what they want to say and be open to helpful criticism.

* 1. Celebrate your progress! You’ve completed a lot today!
  2. Wrap-up!