



LearningTimes: Handout for this session can be found here:

<https://coprhcon.learningtimesevents.org/wp-content/uploads/2020/07/GroupFacilitationTechniques-Kwan-and-Coors.pdf>

Rodger Kessler: is stakeholder engagement same or different from engaging partners as part of research and research team?

Kiyomi Daoud (she/her): Will we discuss strategies for getting buy-in from stakeholders? Especially in the context of virtual meetings, what might you do differently?

Taryn Bogdewiecz: Only because I'm still in my pajamas today :)

Kiyomi Daoud (she/her): Timing

Jen Readlynn: discussion questions

Daniel Shattuck (he/him/his): timeline, responsible parties, tasks

Rachel Steinberg: time, leadership, materials needed, notes on what to say/ask

Hillary Lum: Role assignment

Ashley Jenkins she/hers: Roles/assignments

Katie Butera: prompts

Katy Trinkley: Reminders

Anowara Begum: contents

Jenna Sopfe: bullet points

Rachel Steinberg: it's organized!

Hillary Lum: Can you put the topic back in the chat also?

Bethany Kwan: intervention for promoting uptake on the novel coronavirus vaccine in underserved communities

Hillary Lum: (gah, NOSI #121)

Patrick Hosokawa: is there a link for the facilitator agenda?

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Patrick Hosokawa: trying to pin down 'space and materials'

Steffani Blackstock, CMP: <https://coprhcon.learningtimesevents.org/wp-content/uploads/2020/07/GroupFacilitationTechniques.pdf>

Katie Butera: relationship building-have attendees briefly introduce themselves and describe their expertise and/or background

Lauren McBeth: Goals and expectations: Listen respectfully to the thoughts and opinions of others.

Rodger Kessler: completion of a focused checklist at the beginning of effort to generate shared expectations and minimize downstream

Daniel Shattuck (he/him/his): active discussion: identifying target population(s)

Jen Readlynn: active discussion: barriers with prior vaccine roll outs

Angie Philippus: active discussion component: methods of uptake relevant to community and population

Rachel Steinberg: active discussion should include some open time for stakeholders to ask questions and raise concerns; facilitators need to be prepared with answers but also willing to say "I don't know, I will find out and get back to you."

Amanda Singer: discussion: questions and concerns

Jenna Sopfe: active discussion: how to address barriers

Ariel Briggs: Relationship building: Ice breaker question

Stutzbach: Synthesis/next steps: Ask others to summarize the main points of the meeting and display in a common space for everyone to see, prioritize follow up actions and assign to individuals

Anowara Begum: Relationship building - why participants are interested in this project?

Taryn Bogdewiecz: Ask introductory questions that can assess why this is important to people. What brings them to the table.

Patrick Hosokawa: space/materials - have video available that everyone can see to run sample advertisements as well as getting opinions on common memes floating around social media regarding vaccines

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Kiyomi Daoud (she/her): Relationship building — Icebreaker: Tell us about a time your first impression of something (such as a person or place) was wrong, for the better.

Ashley Jenkins she/hers: Space and Materials: PPE, large space if in person is priority, child care options

Hillary Lum: Goals and expectations: What does success for (end of) TODAY look like?

Katy Trinkley: active discussion: what do think facilitators/barriers might be?

Jenna Sopfe: discussion question: methods for increasing public awareness (ads, community leaders, etc), who to target?

Leslie Wright - she/her: Synthesis and next steps; invite a member to summarize, help them out as needed; review action steps and assignments; list date, time, place/log in info for next meeting; ask for questions. Thank folks. facilitator stays around for relationship building, private questions

Yuliana Rojas: active discussion: maybe what other stakeholders might be important to involve?

Bethany Kwan: Yes! Who are we missing from our group - such a good question

Lauren McBeth: Is it common for the note taker (observer) to also act as a co-facilitator to respond to body language and cues?

Bethany Kwan: not judging = SO HARD sometimes

Anowara Begum: How to keep people on track without leading them to a specific direction? will it be biased?

Kate Magid: Do you set some ground rules/ a code of conduct for folks to follow during the meeting?

Bethany Kwan: I like using a "parking lot" - things that are really far off topic, I'll say, let's put that in the parking lot for now

Yuliana Rojas: I've used this in qualitative interviews, never used it in meetings. interesting

Kiyomi Daoud (she/her): I've heard 11 s is the tolerable amount of silence.

Daniel Shattuck (he/him/his): I've noticed virtually, you generally just have to wait a bit for responses (longer than you want) bc of unmuting, fear of talking over others, typing in chat, etc

Bethany Kwan: Yes, patience is critical

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Lauren McBeth: Do you have other tips for materials to have on hand that can help with facilitation? You mentioned post-it notes, but have other things worked well for you?

Bethany Kwan: ground rules - yes. Especially noting that we will be respectful of different perspectives, will keep what is said private

Bethany Kwan: [www.liberatingstructures.com](http://www.liberatingstructures.com)

Ariel Briggs: I did focus groups with youth a couple years ago and we had toys/objects for them to fiddle with while talking and listening - it was very popular. I'm not sure if adults would do the same thing but it was helpful as we discussed sensitive topics. I'm not sure how/if this fits into the presentation but I wanted to share

Bethany Kwan: I do like fiddle toys for these events

Steffani Blackstock, CMP: What challenges do you anticipate might come up in the facilitation of this meeting?

Julie Stutzbach: Challenges: one person dominating conversation

Kiyomi Daoud (she/her): Strong emotions

Leslie Wright - she/her: allowing voice for vaccine hesitancy

Kiyomi Daoud (she/her): Identity triggers

Daniel Shattuck (he/him/his): strong personalities

Bethany Kwan: I will often do fuzzy pipe cleaners as a fiddle toy

Anowara Begum: not familiar with research - need extra time to discuss the methods

Leslie Wright - she/her: differentiate between education and promotion

Rodger Kessler: not having clear understanding of each elements activities between research and partner teams

Ashley Jenkins she/hers: If participants have a history of being 'used' for research, trust may be an issue especially earlier on as you are establishing relationships

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Rachel Steinberg: distrust of researchers due to past unethical research experiences (for some communities)

Ariel Briggs: challenge: heated discussions/arguments among participants. It's hard to find a pause to jump in and help redirect and/or calm people down.

Hillary Lum: Emphasize the input/suggestions that we CAN do collectively, rather than what we can't do (because of funding, restrictions, etc)

Daniel Shattuck (he/him/his): framing research in culturally appropriate/responsive ways - thinking about indigenizing the research process

Patrick Hosokawa: In the current environment, any facilitation would need a plan to deal with the politics of the situation

Steffani Blackstock, CMP: Tour of Stakeholder Engagement Methods. Choose another breakout session at <https://coprhcon.learningtimesevents.org/d2s3/>

Ashley Jenkins she/hers: Thank you for facilitating this group!

Lauren McBeth: Thank you!!

Julie Stutzbach: Thank you both!

Katy Trinkley: Thank you!

Angie Philippus: Thank you!

Rachel Steinberg: could you go back to the resources slide really quick?

Daniel Shattuck (he/him/his): Thank you so much!

Katie Butera: Thanks!

D'Amours Guylaine: Thank you!

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