

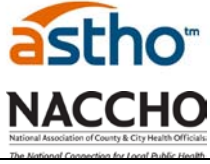
## PUBLIC ENGAGEMENT LESSONS LEARNED WORKSHOP

### Facilitator Guide

In order to complete a report summarizing the lessons learned from the six public engagement meetings that will assist state and local health departments conduct future public engagements, we need to document the discussions that happen during this workshop. During breakout sessions, you will be assigned to a table at which you will lead the discussion using the questions below, and also take notes as discussion occurs.

The following sheets are for each facilitator to use to record **summaries of the group discussion** - not as running notes from the conversation. Use the reverse side of the page if you need more space. (You may wish to keep discussion notes separately and then distill them on this sheet at the conclusion of the small group session). Please keep the following in mind while filling out this worksheet:

1. We are looking for themes, not necessarily every detail.
  2. Please complete these sheets thoroughly and return them **along with your notes** to Caroline at the end of the workshop. We cannot write the report without your notes.
  3. Participants should also be encouraged to write details or any information they are not comfortable stating in front of the group on the index cards provided.
  4. There are three sections: one for regional groups; one for sector groups, and one for the full group. Please complete each section. For the regional and sector groups, please be sure to answer all 10 questions for each section. For the full group discussion, there will be no lead note-taker. We will compile all facilitator notes after the meeting.
  5. Last, but not least, thank you!!
-



## PUBLIC ENGAGEMENT LESSONS LEARNED WORKSHOP

**Facilitator Name:** \_\_\_\_\_

**Regional Group** \_\_\_\_\_ **Number of participants at the table:** \_\_\_\_\_

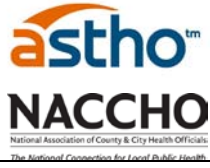
1. WHAT WERE OUR GOALS?

2. HOW DID THE GOALS EVOLVE?

3. HOW CLOSE DID WE COME TO OUR GOALS (ORIGINAL/ AS THEY EVOLVED)?

4. LOOKING BACK, WHAT MADE THE WORK SUCCESSFUL?

5. WHAT IMPEDED SUCCESS?



## PUBLIC ENGAGEMENT LESSONS LEARNED WORKSHOP

6. IF WE HAD IT TO DO OVER AGAIN, WHAT WOULD WE DO DIFFERENTLY?

7. IF WE HAD IT TO DO OVER AGAIN, WHAT WOULD WE DO JUST AS WE DID BEFORE?

8. IF SOMEONE ELSE WERE TO EMBARK ON SOMETHING SIMILAR, WHAT ADVICE WOULD WE GIVE?

9. HOW DID THE PRINCIPLES OF CONSEQUENTIAL PUBLIC ENGAGEMENT INFLUENCE YOUR PROJECT?

10. WHAT ARE THE TOP THREE LESSONS?



## PUBLIC ENGAGEMENT LESSONS LEARNED WORKSHOP

**Facilitator Name:** \_\_\_\_\_

**Sector Group** \_\_\_\_\_ **Number of participants at the table:** \_\_\_\_\_

11. WHAT WERE OUR GOALS?

12. HOW DID THE GOALS EVOLVE?

13. HOW CLOSE DID WE COME TO OUR GOALS (ORIGINAL/ AS THEY EVOLVED)?

14. LOOKING BACK, WHAT MADE THE WORK SUCCESSFUL?

15. WHAT IMPEDED SUCCESS?



## PUBLIC ENGAGEMENT LESSONS LEARNED WORKSHOP

16. IF WE HAD IT TO DO OVER AGAIN, WHAT WOULD WE DO DIFFERENTLY?

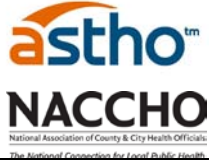
17. IF WE HAD IT TO DO OVER AGAIN, WHAT WOULD WE DO JUST AS WE DID BEFORE?

18. IF SOMEONE ELSE WERE TO EMBARK ON SOMETHING SIMILAR, WHAT ADVICE WOULD WE GIVE?

19. HOW DID THE PRINCIPLES OF CONSEQUENTIAL PUBLIC ENGAGEMENT INFLUENCE YOUR PROJECT?

20. IDENTIFY TOP RECOMMENDATIONS FOR:

- A. CDC
- B. STATES
- C. LOCALS
- D. CONTRACTORS



## PUBLIC ENGAGEMENT LESSONS LEARNED WORKSHOP

Facilitator Name: \_\_\_\_\_

**All group discussion: Please take notes during this portion; we will combine all facilitator notes after the meeting.**

1. WHAT IS MISSING?
2. WHAT IS OVERSTATED?
3. WHAT DO WE AGREE ABOUT?
4. WHAT DO WE DISAGREE ABOUT?
5. WHAT WOULD I AS MY TOP THREE PIECES OF ADVICE?
6. WHAT WOULD WE LIST AS OUR COLLECTIVE TOP THREE?