

Facilitated Discussion Guide

Facilitator Instructions

The purpose of this document is to assist Regional Prevention Coordinators and P&I Coordinators in facilitating the coalition's discussion about the lessons learned during the one-on-one conversation process. The goal is to identify patterns heard across the conversations and plans for using these findings in the coalition's work. Please read the script below verbatim when leading this discussion. The times noted next to the questions are for your reference. Please try to keep the conversation moving by following the time recommendations as much as possible.

Coalition Feedback Script

Hello. My name is _____ and I am the [job title] for [community/region]. I am here to talk to you about what you learned from the [number] one-on-one conversations you completed.

The main purposes of today's conversation are to identify the patterns across all of your conversations and to figure out how you can use the information you learned in your coalition's work. We will start by discussing what you heard during the conversations about alcohol use among youth and perceptions of current prevention efforts. During this portion of the discussion, I would like to ask that only coalition members who conducted conversations share what they heard from the people they spoke with, and members who did not conduct conversations just listen. Next, we will talk about how these community members' opinions fit with the coalition's current and future prevention efforts. During this second portion of the discussion, I invite all coalition members to participate, whether you conducted conversations or not.

There are no right or wrong answers and we want to value everyone's opinions. Please take turns so everyone gets a chance to talk. Finally, we want to be sure to respect the privacy of all of the people we talked to. Please do not discuss people's names or anything identifying about them when discussing what you heard from them. In the event someone accidentally shares something personal or identifying, I'd like everyone to agree that you will not repeat what you hear in this group to anyone outside of this group.

First, we would like the P&I Coordinator to present some of the results from the multiple choice questions to help guide our discussion. *[Provide 5 minutes for an overview of the close-ended results.]*

Now please pull out your Synthesis Forms to help guide our discussion. Let's spend the next half hour or so discussing some common patterns you found in your conversations.

1. Based on your Synthesis Forms, when you asked people about **youth alcohol use in the community**...
 - a. What were the common themes you heard in some or all of your conversations?
[5 minutes]
 - b. What did you hear that was surprising or unique? [5 minutes]

2. Based on your Synthesis Forms, when you asked people about **efforts to reduce youth alcohol use**...
 - a. What were the common themes you heard in some or all of your conversations?
[5 minutes]
 - b. What did you hear that was surprising or unique? [5 minutes]

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3. Based on your Synthesis Forms, when you asked people about *challenges and future directions* ...
 - a. What were the common themes you heard in some or all of your conversations? [5 minutes]
 - b. What did you hear that was surprising or unique? [5 minutes]
4. Were there other things that you learned? Please share some *other themes* that have not been shared yet. [5 minutes]

Thank you for your input. Before we continue, I would like to ask [P&I Coordinator] if there were any additional themes, beyond those we just discussed, that came up on the Synthesis Forms. *[Note: Pause here to ask the P&I Coordinator if there were themes that were not discussed that he/she found on the Synthesis Forms. Allow 5 minutes for the P&I Coordinator to present any additional themes to the group before moving on.]*

For the remainder of our time together today, think about the common themes we just discussed and any additional you heard in your conversations that we did not go over. Let's discuss how your coalition can use this information.

5. Based on these themes, what are the biggest changes community members have seen in underage alcohol use in [community]? [15 minutes]
6. From the themes that you heard, what opportunities might the coalition pursue in terms of underage alcohol use prevention? [10 minutes]
7. How do you, as a coalition, want to move forward with this information? What should be your next steps? [10 minutes]

Those are all of my questions for today. I want to remind everyone to respect each other's confidentiality. Please do not discuss what others have shared today with people outside this room.

Thank you so much for your time!