

RPC/Facilitator Protocol for One-on-One Conversations

Overview

The four main purposes of the one-on-one conversations are to:

- 1) Build relationships with and recognition of the coalition among a broad group of community members.
- 2) Learn community attitudes about ATOD use and prevention activities and how those attitudes have changed over the course of the grant.
- 3) Build the coalition's capacity in collecting information through conversations.
- 4) Use with other information to develop action steps for the coalition.

One-on-one conversations are required during the first year and last year of the prevention grant. These conversations should all take place within a three-month period to ensure that the information reflects one common point in time, the coalition members are able to synthesize the information more easily, and the coalition can use the results in a timely manner.

Facilitated discussion

Once all of the interviews are completed and the **Synthesis Forms** have been filled out by all coalition members who met with community members, it is time to plan for a facilitated discussion. The goal of the facilitated discussion is to develop a broad understanding of community responses, rather than an understanding of individual participant responses. If asked by the P&I coordinator, you will be facilitating these discussions in order to build rapport with the coalition and to allow all coalition members (including the P&I and/or coalition chair) to fully participate. The P&I coordinator may also ask a Wilder staff person or neighboring P&I to lead the discussion, depending on availability.

- ***Bring your Facilitated Discussion Guide document.*** The purpose of this document is to assist you 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.
- ***Partner with an RPC or P&I assistant.*** You will need a partner for the facilitated discussions. You will lead the discussion while an RPC, or your assistant (if you are a P&I coordinator) takes notes. This will allow you to focus on your specific role in leading the discussion.
- ***Be prepared to use visuals.*** Depending on your facilitation style, you may want to highlight some of the discussion by using a flip chart and/or a white board, if available.
- ***Build rapport with the group.*** Be sure to have a friendly and open attitude to make the group feel comfortable. This may include having a trusted ally in the group, such as the P&I, who can help to make you an "insider." Without these established connections, and perhaps even with these connections, you may also want to take some time before beginning the discussion to do some ice breakers or a trust-building activity.

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- ***Develop ground rules.*** Make sure to address some rules about taking turns speaking, respecting each other's perspectives, refraining from discussing individuals, especially in an identifiable way, and promising to maintain confidentiality about what was discussed in the group once the group is over. Discussing these rules up front will ensure that participants understand the expectations and increase their comfort and trust in sharing.
- ***Provide time for the P&I Coordinator to share results.*** The P&I Coordinator will be prepared to share the numerical close-ended results from the Synthesis Forms at the beginning of the conversation to help frame the results. Only the close-ended results should be shared at this time, the common themes should be shared after the group has had an opportunity to discuss what they found.
- ***Read the script verbatim.*** Please read the script verbatim when leading this discussion, including the introduction, transitions, and specific questions. You can add some follow-up questions to help guide the discussion, but please stick as closely to the guide as possible.
- ***Keep track of the time.*** The times noted next to the questions are for your reference. Please try to keep the conversation moving by abiding as closely to the time recommendations as possible. Make sure you give everyone an opportunity to share the information they learned and be sure that no single person dominates the discussion. You want all participants to share their information.