

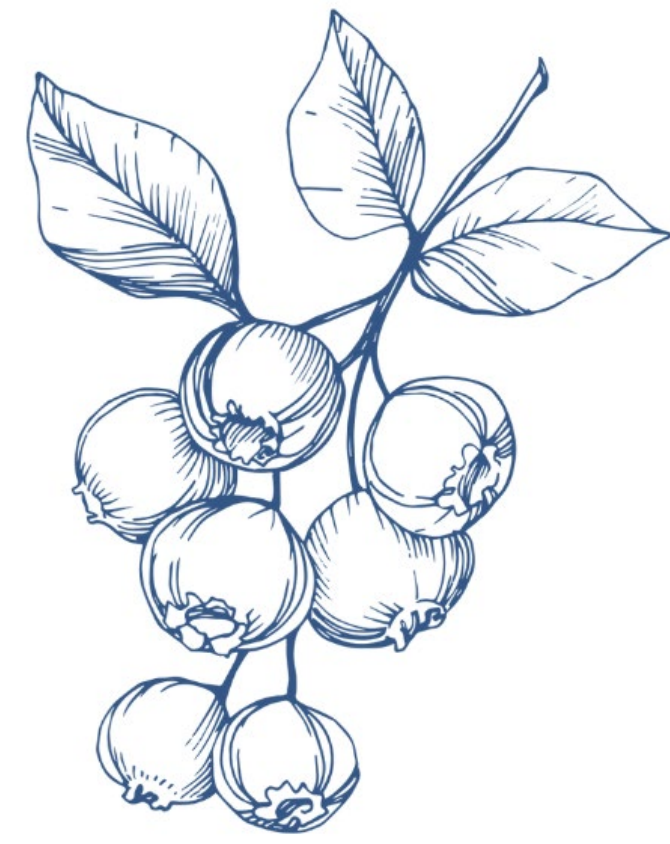


# Maine Shared Community Health Needs Assessment

Forum Notetakers &  
Facilitators Training



# Forum Agenda



Welcome!

Overview of Key Findings & Prioritization Voting

**Breakout:** Discussion of Findings & Prioritization Voting

Discussion Report Out & Second Round of Voting

**BREAK**

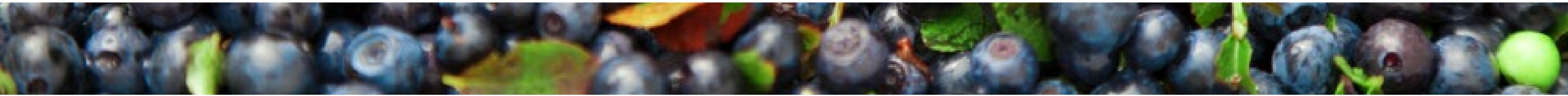
Presentation of Final Priorities

**Breakout:** Deeper Discussion of Priorities, Round 1

**Breakout:** Deeper Discussion of Priorities, Round 2

**Breakout:** Deeper Discussion of Priorities, Round 3

Conclusion & Next Steps



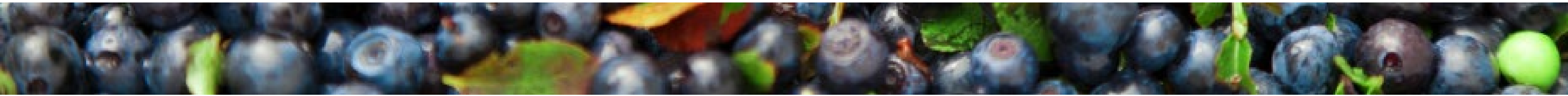
# Breakout Sessions

## IN-PERSON:

- **For facilitators**, a list of breakout room assignments will be available at registration.
- In-person **facilitators & notetakers** move to their rooms before the breakout session begins. That will be your assigned room for all of the breakout sessions.

## VIRTUAL:

- A list of breakout room assignments will be sent to Crescendo and all participants by Heather.
- Participants will automatically be moved to their assigned breakout rooms by Crescendo
- Virtual **notetakers** will use the Zoom Virtual Whiteboard OR by opening a Word document and sharing their screen. **Please save whatever is used and email it to Heather ([heather.drake@mainehealth.org](mailto:heather.drake@mainehealth.org)).**
- For convenience, **notetakers** should be the person to report out to the larger group.
- It is recommended that **notetakers or facilitators** use their phone timers to manage their time in break out groups to ensure all topics are discussed.







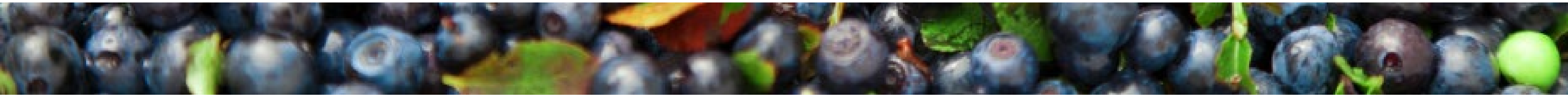
# Breakout Session Discussions #1-4

# Breakout Discussion #1 (25 minutes)

**The first breakout will be a discussion of the findings from the presentation, data profiles, community engagement overviews, and results from the first round of priority voting.**

## **Prompts to use:**

*Was anything surprising or new? Did the findings confirm anything for you?*



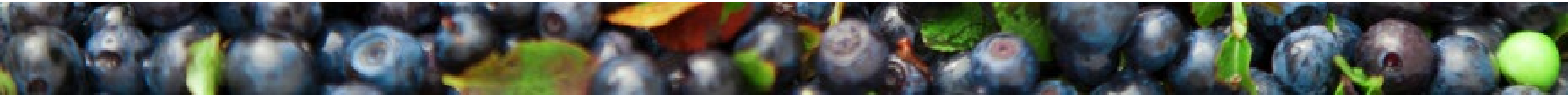


# Breakout Discussion #1

- **Participants will be asked to add any priorities that were not in the results of the first round of voting.**
- **You will lead people to a consensus on what should be added. It's okay if they do not add anything!**
- **Facilitators should use the document "Priorities ONLY" for the first breakout.**
- **During this part of the discussion only focus on those priorities that are in your assigned topic area.**

## **Prompts to use:**

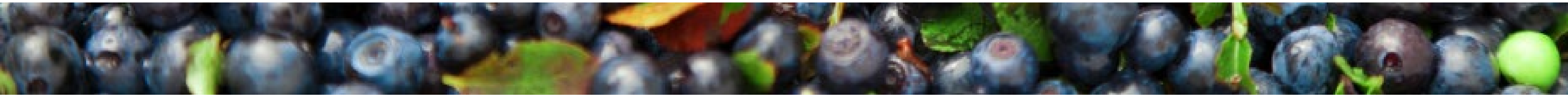
*Are any priorities missing from the initial round of voting that should be included in a second round of voting?*



# Breakout Discussion #2 (25 minutes)

**The second breakout will be a discussion of the results from the second round of voting for the topic area you are assigned (community conditions, protective & risk factors, or health conditions & outcomes). The results will be presented to everyone after the 10-minute break.**

- **For this breakout you will use the document “Populations of Focus, Assets, and Resources.”**
- **Please note this document contains all 5 priorities for your topic. You are to focus only on the top three priorities that are ultimately chosen (the ones presented after the break and that you wrote down).**



# Breakout Discussion #2

**Please use the following prompts for the discussion and focus only on the priorities within your assigned topic area:**

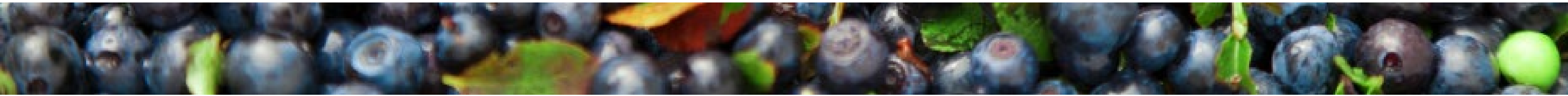
**What do you see as the root causes and/or contributing factors to these priorities?**

**Which sectors are working on these priorities? Where is there potential for collaboration?**

**Are there other specific populations to focus on within these priorities? *\*\*Please reference the document and build off what has already been captured.***

**What community assets and resources are missing from the pre-populated list to address these priorities?**

***\*\*Please reference the document and build off what has already been captured.***





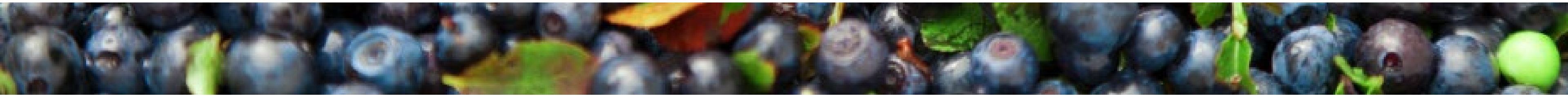
# Breakout Discussion #3 (15 minutes)

**Review the responses from the group prior to you.**

**As a group, add comments and additional information and suggest edits, as applicable.**

## Rotation from Breakout #3 to Breakout #4

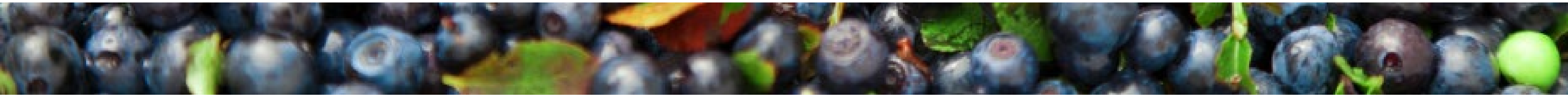
- **IF YOU ARE VIRTUAL**, facilitator/notetaker moves (crescendo controls this) and discusses their topic area with the new group.
- **IF YOU ARE IN-PERSON**, the next group of participants moves to the facilitators/notetakers and facilitators discuss their topic with the new group.



# Breakout Discussion #4 (15 minutes)

**Review the responses from the group prior to you. As a group, add comments and additional information and suggest edits, as applicable.**

**After the breakout, everyone will move back to the main room and facilitators will share a brief overview of what all three breakouts have discussed.**







Thank you!



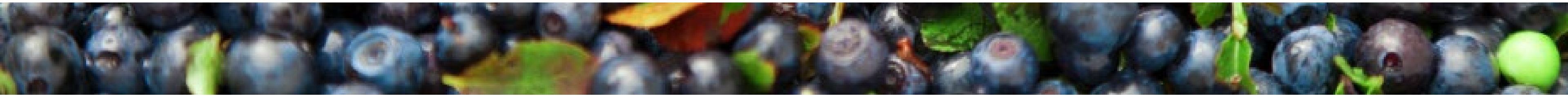
# Guiding Groups to Consensus:

- **Seek Common Ground**

- Prompt: "What aspects of these issues do we all agree are important? Are there any priorities that stand out as shared concerns?"
- Tip: Start by identifying areas of agreement before diving into differences.

- **Encourage Listening and Understanding**

- Prompt: "Can someone summarize what's been said so far? Does anyone have a different perspective that hasn't been shared yet?"
- Tip: Encourage active listening to ensure everyone understands each viewpoint before making decisions.





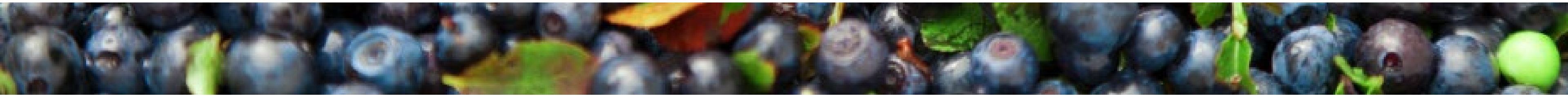
# Guiding Groups to Consensus:

- **Focus on Impact**

- Prompt: "Which of these issues will have the greatest positive impact if addressed first? How can we come together around the most impactful choice?"
- Tip: Encourage the group to align around solutions that provide the most significant benefit.

- **Address Concerns**

- Prompt: "What concerns do we still have about prioritizing this issues? How can we address those concerns while moving forward?"
- Tip: Surface and resolve any lingering doubts or objections so the group can move toward agreement.







Thank you!