



County Leadership Forum on Opioid Abuse

Facilitator Guide & Overview

At opening of forum:

The presiding Public Health Director will recognize/introduce program participants. When the facilitator is recognized, he/she can take a few moments to instruct the room in how the presentations and group exercise are inter-connected:

- Point out that participants have a small pad of sticky notes and pens/pencils. These are to be used for making notes during the presentations.
- As participants listen to the speakers, write down any ideas you think will improve your county's outcomes. Write only one idea per sticky note.
- As you think of ideas and write them down, stick the notes on the table at which you are seated.
- The objective is for each participant to generate at least 3 ideas during the presentations.
- These ideas will be used to guide the small group discussions following the presentations.
- **ALL IDEAS ARE VALID. WE WANT GREEN LIGHT THINKING!**

Turn program back over to the Master of Ceremonies/Health Director for the presentations.

At the group discussion period following the presentations, return to the front of the room and explain the purpose of the group exercise.

STATE THE PURPOSE OF THE GROUP EXERCISE: The purpose is to use your ideas to generate group consensus about tools, concepts or actions YOU think could help make a difference in the opioid epidemic in your county, and to develop enough details to define next steps.

Step 1: APPOINT

Instruct the groups to appoint a discussion leader and scribe at each table. The discussion leader and scribe use the Idea Generation Worksheets at the table to guide the discussion and document the group's ideas in more detail.

Step 2: SORT IN SILENCE! (5 – 10 minutes, depending on size of groups)

- At each table, undertake the following exercise in silence:
 - Compare your notes to those of the others at your table.
 - Group together notes that have similar or related ideas;
 - Sorting should move quickly; don't let them over-think it.
- Point out that sorting in silence allows the process of identifying common ideas or themes to move much more quickly; similarities/differences can be discussed during the next part of the exercise.



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Step 3: DISCUSS: (30 minutes)

- When the sorting has gone as far as is helpful, call the room back to order.
- Point out the Idea Generation Worksheets on the tables. Beginning with the ideas that have the most sticky notes, the discussion leaders guide the participants at their tables through the questions on the worksheet. Use one worksheet for each priority idea.
- This may take longer than 30 minutes; adjust as needed based on the level of conversation.
- When it looks like most groups are finished or discussion is waning, move to the next step.

Step 4: REPORT: Group report-outs and recording of ideas (45 minutes)

- The Forum Recorder should have the FOLLOW-UP REPORT TEMPLATE open and be ready to record each groups' Idea(s), Partners, Assets, Obstacles, and Lead Person or Agency. This FOLLOW-UP REPORT TEMPLATE serves as the foundation for a Report to the Participants that the county can send out afterwards.
- Ask a spokesperson from each table to describe their Priority #1 idea, partners, assets, obstacles, and Lead Person or Agency to move the idea forward (allot 5 mins or so for each table to report);
- Go around the room again for Priority #2 ideas, partners, assets, obstacles, and Lead Person or Agency and as many subsequent rounds as time will permit.
- ALTERNATE METHOD: if preferred, the table report-outs can be documented using flip charts and markers. In this case, the RECORDER should be at the front of the room with the flip charts, documenting the Ideas, Partners, Assets, Obstacles, and Lead Person/Agency as reported; the REPORTER would transcribe the notes into the report template afterwards.

Step 5: CLOSURE OF EXERCISE

- Explain that a final report will be generated and sent to each participant.
- Collect all Idea Generation Worksheets; tell participants that ALL ideas and information from the worksheets will be included in the final report, regardless of whether time allowed them all to be reported.
- Turn the program back over to the Master of Ceremonies/Health Director for closing remarks.

Materials Needed:

Small sticky note pads
Pens/pencils
Idea Generation Worksheets (3-5 per table)
Final Report Template open on computer

Alternate Method:

Flip charts/markers
Final Report Template to be completed afterwards