

# #PrepYourHealth

## Suggested Agenda

### Social Determinants of Health Series

The following agenda is a suggestion, not a requirement. Planning teams are encouraged to develop agendas specific to their discussion-based activities.

Step	Action
<b>Step 1: Opening</b>	<ul style="list-style-type: none"> <li>• Greet all participants.</li> <li>• Ask participants to introduce themselves to the group.</li> <li>• Introduce the activity to the participants, including its goal and objectives.</li> <li>• Review ground rules for the discussion . For example,               <ul style="list-style-type: none"> <li>» ask participants to avoid crosstalk.</li> <li>» set time limits for discussion of each question.</li> <li>» request participants to speak in turn or as called on by the facilitator.</li> </ul> </li> <li>• Ask participants to turn off or turn down sound on their devices if possible.</li> <li>• Inform participants of the locations of restrooms and emergency exits (if applicable).</li> <li>• Introduce the note taker and SME (if applicable).</li> <li>• If conducting the meeting virtually, ask participants for their permission to record the session.</li> <li>• Ask if anyone has questions before beginning.</li> </ul>
<b>Step 2: Situation presentation</b>	<ul style="list-style-type: none"> <li>• Present participants with real-life examples/lessons learned, key issues and barriers, and corresponding discussion questions.</li> <li>• Read the real-life example/lessons learned and key issues and barriers aloud.</li> <li>• Pause for questions. Answer them, as appropriate.</li> </ul>
<b>Step 3: Facilitated discussion</b>	<ul style="list-style-type: none"> <li>• Lead the group in answering the questions. Encourage them to answer them to the best of their ability, identify issues, and offer solutions (strategies) to the issues.</li> <li>• Encourage participants to write down follow up questions they have for discussion.</li> </ul>
<b>Step 4: Conclusion</b>	<ul style="list-style-type: none"> <li>• Remind the participants of the objectives of the activity.</li> <li>• Allow each participant to briefly share their final thoughts (for example, things they learned) about the activity.</li> <li>• Schedule follow-up activities (e.g., meetings), as necessary.</li> <li>• Thank the participants for their attendance and contributions.</li> <li>• Collect notes and other sources of meeting information.</li> </ul>
<b>Step 5: Documentation and after action</b>	<ul style="list-style-type: none"> <li>• Use notes to draft a summary report (optional).</li> <li>• Share notes and summary report with participants.</li> <li>• Use summary report to inform improvement plans.</li> </ul>

