



1.1 Stakeholder Meeting Resources



Meeting Planning Checklist

This document will guide you through what needs to be done during the two to three months leading up to a stakeholder meeting.

Meeting Details

- Develop a set of goals.
- Identify who should attend, making sure to include fathers or individuals with lived experiences similar to those of your target population.
- Develop an agenda that provides new information to meeting attendees and provides opportunities for them to share and reflect.
- Develop and plan interactive activities.

Logistics

- Identify a location, looking for one located in the community you wish to serve and ideally one easy to reach by public transportation. Book the space.
- Send out invitations by email, text, and word of mouth, and track who plans to attend.
- Confirm what meals will be served and order refreshments.
- Confirm attendance (make sure to include the full names of those attending so you can create name tags for them).
- Confirm the shipping address (if sending material ahead of time).
- Confirm technology needs (make sure the site has a working internet connection, projector, and screen to show the presentation).
- Confirm the materials list (including handouts, name tags, flip charts, pens, sticky notes).
- Plan for setup and gather materials for the meeting.

Sample Meeting Goals

These goals were developed to support attendees' priorities and develop a shared understanding of the work together on the B3 project. Adapt these goals so they reflect the primary purpose of your meeting.

1. Attendees will feel they are a part of the larger team (have the sense that they are partners in this work and an important part of the planning process).
2. Attendees will have an opportunity to share their priorities/goals and align those with the new services.
3. Attendees will review basic information about the larger project (what they are doing, why they were chosen, etc.).
4. Attendees will have a detailed understanding of the specific services to be implemented in their program.
5. Attendees will have an opportunity to begin developing a relationship with the program developers.
6. Attendees will leave the session understanding next steps and feeling enthusiastic and excited about being a part of this work.

Sample Meeting Agenda Template

Customize this meeting agenda template as you plan. Make time for attendees to learn, do, and reflect.

Date and time: _____
 Location: _____
 Attendees: _____
 Facilitator(s): _____
 Proposed outcomes of this meeting: _____

TIME	AGENDA ITEM	PURPOSE	TO DO
	Welcome; introductions and icebreakers	Excite: Get attendees settled and introduced to each other, create some initial excitement for the new initiative	Setup needs: Materials to bring: Who:
	Stakeholder priorities and values	Learn: Listen to understand what's important to stakeholders, what their concerns are, and what they care about	Setup needs: Materials to bring: Who:
	Understanding the new services	Learn: Provide stakeholders with the opportunity to learn about the new services, including descriptions of: <ul style="list-style-type: none"> ▪ The new service components and their philosophical foundations ▪ The people the program serves ▪ How the services will be implemented ▪ The benefits of the new services and why they would be good for clients (using case studies, video, real stories) 	Setup needs: Materials to bring: Who:
	Connecting stakeholder priorities and values with the new services	Do: Activity related to the new intervention, with a plan to do something in the program	Setup needs: Materials to bring: Who:
	Questions and next steps	Reflect: What was learned? What are my next steps?	Setup needs: Materials to bring: Who:

Sample Opening Interactive Activity

Modify this example activity from the B3 Just Beginning program to fit your situation and the goals of your meeting.

WE ARE ALL PART OF THE SAME TEAM

Overview and Rationale

The B3 Just Beginning team consists of many people, including practitioners in the fatherhood field, program administrators, parenting experts, researchers, and individuals working for the federal government providing program oversight. Each group has different perspectives and priorities. However, we all need to work together to ensure the project is a success. It is important for us all to consider these various perspectives and priorities while also recognizing where our team shares a vision.

Objectives

1. To understand the perspectives and priorities of different members of our team
2. To reflect on your own perspectives and priorities in relation to the rest of the team
3. To recognize ways the full team shares the same points of view

Room Setup

1. Create a set of cards with one of the following roles written on each: father, facilitator, intake worker, site manager, researcher, program developer, federal project officer, case manager, child, coparent. Place them in the middle of the tables around the room.
2. Create five large sheets with the following written on each one (1 Strongly Agree, 2 Agree, 3 Neutral, 4 Disagree, 5 Strongly Disagree) and spread them out on the wall from 1 to 5 at the front of the room.
3. Print out the statements for the facilitator(s).

Statements

- I feel fine that some fathers will not be able to get the new service even if they want to.
- It's so great that learning how to implement the new service is a good experience for me, but it's more important that it promotes (INSERT ORGANIZATION NAME HERE).
- It's important to finish our internal evaluation before we open the new service up to everyone.
- Experimenting with new ideas for fatherhood programs can get us even further in figuring out what works for fathers and their children.
- Helping fathers to enhance their parenting should be a focus of fatherhood programs.

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- We need to invest in fatherhood programs so we can learn more about what works for children and they can be successful in middle and high school.
- Something that really excites me about this work is being able to learn more about how we can make a difference for fathers and their young children.
- It's extraordinary to have a program that gives fathers a chance to be more successful in their jobs.

Instructions for the Activity

1. Each person will pick a card from the pile indicating that person's "role" in this activity.
2. You will notice in the front of the room we have placed a large visual of a five-point scale that indicates "strongly agree" on the left side and "strongly disagree" on the right side.
3. Someone will read a number of statements to you. Consider how to react to the statement according to your assigned "role" and stand by the sign that represents your response.
4. After each statement, share with the group why you have chosen to react to this statement the way that you did.
5. Take a moment to review the reflection questions below. We will discuss our reactions in a group.

Reflection Questions

Take a moment to jot down your thoughts and reactions:

1. What surprised you in this activity?
2. Where do we differ the most?
3. What are our commonalities?
4. What other reactions did you have?