**Script for Community Dialogues / Focus Groups**

1. The facilitator welcomes participants as they arrive, invites them to get something to eat, if provided, and asks them to get a name tag.
2. Begin on time.
3. Welcome the group; thank them for their willingness to participate.
4. Explain, in a general and brief way, the purpose of the dialogue, how information collected will be used and toward what end. For example, you can say:

*\_\_\_\_\_\_\_\_\_is planning for the future and wants to hear from everyone in the community. We are asking for ideas and recommendations from many people to help us decide how to best serve you, your children and our community in the future. This conversation is a way for you to offer those ideas, and we thank you for your willingness to participate.*

1. Introduce yourself, the note taker and other observers (if present.)
2. Ask everyone to introduce themselves. They can say their name and answer one simple (ice breaker) question. For example, “*what is your greatest hope for your children in the future?*”
3. Explain the role of the Facilitator and Recorder (that they are neutral, not sharing their opinions, and are simply there to help others share their thoughts and to help others listen to the thoughts of others.)
4. Offer guidelines that will help everyone participate and enjoy the session. (Use your own words; explain what you mean.)
* Be open to everyone’s ideas and opinions. There is no right or wrong answer to questions – just ideas, experiences and opinions, which are all valuable.
* Silence cell phones and other technology.
* Listen well and speak from your own experience.
* Maintain appropriate confidentiality.
1. Begin the Dialogue - The facilitator asks 1 question at a time. Sample questions:
2. What makes this a great community? What would make it even better?
3. What are your hopes for your family?
4. What services in our community do you use and find very helpful?
5. Are there services you would like to use but can’t? What keeps you from accessing those services?
6. Are there important services missing to meet the needs of the community?
7. Do you know about the services provided by “*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*” ?

Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how did you find out about them?

1. What do you think about their services?
2. Are they benefitting (you) or your children?

Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how?

1. If no, how can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_services be improved?

At the end of each session, thank the group members for their contribution and explain briefly any next steps.

**NOTE TAKING FORM**

Instructions**:**

The Recorder captures what people say on chart paper. Be sure to write what people actually say. Write short phrases or key words rather than sentences. (If you are not sure if you understand or would like to be sure that you write down their comments correctly, it is okay to stop the discussion briefly and ask for the participant to repeat what they said or say what you think they said and ask if you got it right.)

Please use this form to report the proceedings of the community dialogue. Notes should be extensive and accurately reflect the content of the discussion.

Please identify the group you are recording: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Number of participants: \_\_\_\_

Date and time of Dialogue: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Location: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Note Taker: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Question 1:

Question 2

Question 3

Question 4

Question 5

Question 6