

**Community Organizing/Full Day Event**

**9 am – 3 pm**

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| **When** | **What** | **Who** | **How** | **Notes** |
| **8:30-9:00** | **Registration and Breakfast** |  | Attendees check-in and receive packets, name tags | Pull table # from a bowl for seat assignment  Materials to include:  Conversation Starter Guide  How to Choose a Health Care Proxy Guide  How to Be a Health Care Proxy Guide  Presentation checklist  Any local documents or other Guides depending on focus/audience |
| **9:00 – 9:30 (30 mins** some flexibility for start time**)** | **Welcome** |  | The work in YOUR REGION  Next Steps   * Why bring TCP to YOUR REGION? * Why is this important? * How does this fit with other programs? * Why we invited you/who is in the room * Expectations – * Getting involved - staying involved with the work |  |
| **9:30 – 9:45** | **Introductions** |  | **Table introductions: Telling Our Stories**  Facilitator tells own story (2 min) Invites attendees to turn to a neighbor for 3 min each   * *Name?* * *What brought you to this session both personally and/or professionally?* | It’s great to use pictures when telling facilitator story |
| **9:45 – 10:15**  **(30 mins)** | **The Conversation Project** |  | **TCP Overview**: history, strategy, tools, examples of community efforts  Videos to consider (ABC News with Diane Sawyer, Practice Makes Perfect, Proxy)  Questions/Answers | Will need video/audio capability |
| **10:15-10:30** | **BREAK** |  |  |  |
| **10:30 –12:00**  **(90 min)** | **Conversation Starter Guide Facilitation and Training** |  | **The Conversation Starts with You**   * Safety and ground rules   Part I: What Matters to Me (30 min)   * *Thinking time (5 min)* * *Partner share (10 min)* * *Full group report out (15 min)*   Part II: Who, What, Where, When (30 min)   * *Thinking time (5 min)* * *Partner share (10 min)* * *Full group report out (15 min)*   Part III: Tips for teaching this work (30 min)   * Tough questions * Recommendations for hosting events or personal conversations * Tips for Proxy Guides and Alzheimer’s Guide | Work in tables of 6-10  Have 2 people to help with microphones around the room during report outs |
| **12:00 – 12:45**  **(45 min)** | **Lunch** |  | *Social lunch*  *Possible Discussion Prompts*   * + What are the responsibilities of your profession in having these conversations?   + What opportunities do you foresee in bringing TCP back to your community/organization? | Depending on event type, you can re-assign tables based on professional background |
| **12:45 – 1:15**  **(30 min)** | **Community Best Practices** |  | * Share examples of success from other community groups and health systems   + Best practices to consider for your own planning |  |
| **1:15 – 2:00**  **(45 min)** | **State Rules/ Documents** |  | * Review YOUR STATE’S documents – perhaps invite a local estate attorney * Describe various ACP projects underway in your region/how this all blends |  |
| **2 – 2:45 PM**  **(45 min)** | **Planning** |  | While sitting with participants from similar facilities, you can go through a series of community organizing questions for participants to consider how they can bring this back to their organization. Time for quiet reflection/talking at tables/reporting out to the group.   * Who do you need to talk to when you get back to your organization? * What information will you still need? * Perceived barriers? * Knowing your system, in one year if you were to have wild success/failure, what would have been the factors of this success/failure * What will you try by 4/16 – NHDD? Tuesday? * What would you like to see in place in 30 days and 90 days? |  |
| **2:45 - 3:00**  **(15 min)** | **Conclusion** |  | *Summary/inspiration*  *•* Next steps/what participants can expect going forward   * Show survey people will use   *•Close with Jazz Singer video (5 min)* | Remind participants to complete evaluations |

WHO CHOULD ATTEND?

Physicians, nurses, nurse practitioners, physician assistants, and other primary and specialty care clinicians

Health care administrators

Medical directors and office managers

Insurers and payers

Human Resource Officers

Hospice, Home health care providers

Long term care

Chaplains

Estate attorneys, financial planners

Aging leaders

Death doulas

Clergy

Community leaders and individuals: representing the diversity in your community/groups you want to reach

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Decide ahead of time re: offering CME/CNE credits