

# Activity 8.2: Quick Discussions to Apply Knowledge

## TIPS FOR TRAINERS

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### Suggested Use

Use these quick discussions as part of your presentation on *Membership* to allow participants to apply what they have learned.



### Time

The slide deck includes six Quick Discussion slides that each provide a scenario and questions for participant discussion. Each scenario takes about 15-20 minutes to discuss. You can choose to use some or all the quick discussions.

If you have a group of 8 or fewer—the members of one of your PC/PB's committee, for example—most of the discussion can be in the full group. If you are training a larger group, you may want to have initial discussion for 7-10 minutes in small groups, which will add a few minutes to the total time required.



### Materials

- PowerPoint slide for each Quick Discussion (included in the Membership slide deck).
- Handout for Participants: Quick Discussions to Apply Knowledge (*Optional to distribute to participants at the beginning of your presentation*).



### Knowledge or Skill Development

Participant understanding of legislative requirements for representation and reflectiveness of PC/PB membership, and sound practices for recruiting, engaging and retaining consumer members.

## Activity Steps

1. Review the Quick Discussion slides included in the presentation, and decide which you want to use. Revise or “localize” the questions as needed.
2. During the presentation, when you reach a Quick Discussion slide, provide instructions to participants.

### **If the group is small (up to 8 people):**

- Ask the group to think individually about the situation and questions provided, or to discuss them with one other person for 5-7 minutes.
- Then begin discussion among the full group. Encourage as many participants as possible to provide input to the discussion.

### **If the group is larger:**

- Ask participants to work with 1-2 other people if everyone is sitting around one big table. If participants are seated at small tables, have them work with the other people at their table.
  - Ask the groups to select a **recorder/reporter** to take notes summarizing the discussion for sharing the full group.
  - Give the groups 5-10 minutes to discuss the scenario and questions.
  - Have one reporter present first, then ask the others to agree, add, or offer alternative responses or approaches. If there are multiple questions, have a different reporter present first for each question.
  - Invite discussion from the full group.
3. Summarize the key points from the Quick Discussion, and continue with your presentation.



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### HANDOUT FOR PARTICIPANTS

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Time will be taken at intervals throughout the presentation on *Membership* to engage in one of the quick discussions shown below.

#### **Quick Discussion A: Understanding Reflectiveness**

In your EMA/TGA, 47% of PLWH are African American, 17% Latino, and 33% White non-Hispanic, and 28% of PLWH are immigrants and refugees from Africa, Latin America, and the Caribbean. Your Membership Committee wants to focus this year on recruiting consumers who are immigrants, one of your key target populations. One PC/PB member is concerned that if you succeed, the total proportion of consumers from communities of color will exceed the percent of PLWH who are minorities—and says this would violate reflectiveness requirements.

1. Is this correct? Why or why not?

#### **Quick Discussion B: Improving Reflectiveness**

Consider the following, then discuss as a group:

1. How successful is your PC/PB in maintaining a reflective membership, based on HRSA/HAB requirements?
2. What, if any, reflectiveness factors besides those specified by HSRA/HAB are currently included in your Bylaws or considered as part of your open nominations process?
3. What, if any, factors would you like to see added, to make your PC/PB membership more reflective of the EMA/TGA?

#### **Quick Discussion C: Representation**

Consider the following, then discuss as a group:

1. Which, if any, required membership categories have been hard to fill?
2. What has the PC/PB done or what might you do to fill these membership slots?

## **Quick Discussion D: New Member Orientation and Training**

Consider the following, then discuss as a group:

1. What are the most important success factors for new member orientation and training—the 4-5 things that contribute most to a member’s becoming actively engaged with the PC/PB and continuing as an active member?
2. What are the most important failure factors for new member orientation and training—the 4-5 things most likely to lead to a low level of new member engagement and retention?
3. Are there special or different factors for new members without prior community planning experience?

## **Quick Discussion E: Succession Planning**

Consider the following, then discuss as a group:

1. If you are in a leadership position: What caused you to agree to serve in such a position? What helped prepare you? What was missing that would have helped?
2. If you are not in a leadership position currently: Would you be willing to serve in a leadership position in the future? What do you need to help prepare you? Is that kind of help currently available?

## **Quick Discussion F: Consumer Members**

Consider the following, then discuss as a group:

1. How many active consumer members does your PC/PB currently have—individuals who regularly attend meetings?
2. Of those active consumer members, about how many are:
  - Long-term survivors?
  - Currently employed?
  - Under age 40?
  - Members of disproportionately affected communities?
3. How many consumers are PC/PB officers or committee chairs or co-chairs?