FACILITATOR GUIDE

WORKSHOP AGENDA

6:00 – 6:05pm  Welcome + Opening Remarks  
by CCDR

6:05 – 6:10pm  Introduction + Evening Goals

6:10 – 6:25pm  Welcome Activity for Participants

6:25 – 7:15pm  Small Group Activities
   Activity One: Healthy Community Factors (20 mins)
   Activity Two: Community Factor Prioritization (10 mins)
   Activity Three: Issue + Solution Brainstorm (20 mins)

7:15 – 7:25pm  Small Group Report Back

7:25 – 7:30pm  Wrap Up

AT EACH TABLE:

1 Person: Facilitator

Complete set of materials:
- 1 x Facilitator Guide
- 3 worksheets:
  - Healthy Community
  - Priority Activity
  - Issue + Solution Brainstorm
- Chart paper (for additional notes, comments)
- Multi-colored Post-Its
- Markers, pens
- For each participant:
  - 12 community factor sticker sheet

*Please make sure your table has all the material*
FACILITATORS -- GENERAL TIPS

✔ As a facilitator, it is your role to keep the conversation flowing. Facilitators should be natural and conversational, encouraging a robust discussion, asking the questions included here to move the discussion along and involve the participants at your table.

✔ It is NOT your role to insert your own opinions, act as a content expert and/or drive the conversation according to your own areas of interest.

✔ It is important that community members are heard and listened to tonight. If participants have additional concerns and/or ideas, please note them and let them know that we will do our best to address their point in future meetings.

✔ Ensure that everyone has a chance to contribute their opinion; prevent the conversation from being dominated by the most forceful speaker; encourage those who aren’t speaking to participate.

✔ To involve those who are less assertive or shy, or who simply can’t speak up quickly enough, you might ask directly for their opinion (E.g. “Laura, we haven’t heard from you yet, would you like to share your thoughts?”) or encourage them to write comments on Post-It’s that you can then read out loud and post on worksheet.

✔ If one group member is monopolizing the conversation, consider gently stating, “Before we hear again from those who have already spoken, would anyone who hasn’t contributed yet like to share their thoughts?”

✔ If people interrupt each other, lightly interject and ask for only one person to speak at a time.

✔ It’s ok for group members to disagree, and may even be worth stating that up front – understandably, the group may have different priorities and needs, but the goal is to find those top priorities that are shared in order to reach consensus on the most important community factor.

✔ Allow for moments of silence if they occur - sometimes people need time to process and think. The facilitator doesn’t need to fill that space. If the silence seems to be based on fear of speaking or disengagement or the group is confused about what is being asked of them, try asking specific but open-ended questions. Suggested discussion questions are provided in this guide to help prompt conversation.

✔ Try to use inclusive language wherever possible (less reliant on “you” language).
  - Does anyone else share that opinion/agree with that?
  - Where does the group land on that?
  - Are there others who share this as a top concern/ priority?

I. Welcome everyone, thank them for coming, introduce yourself and re-cap the small group agenda:

  - Introductions: Ask each participant to briefly introduce themselves by stating:
    - their name
    - their relation to community/neighborhood (live here, work here, other)
    - one reason that brought them to the event tonight
  - 3 Activities
  - Report Back: Ask for 1 or a couple of volunteers to report back group’s key takeaways to the rest of the groups
**ACTIVITY 1: WHAT MAKES A HEALTHY + EQUITABLE COMMUNITY? (20 MINS)**

Worksheet 1: Healthy Community Tool

Following the short presentation from Hester Street Collaborative, you will invite your group to review the healthy community factors.

*You will point out and walk people through each factor on the worksheet.*

You can use the language below to briefly describe each factor, but please feel encouraged to ask participants to define the factors for themselves. What does this mean to you?

**Affordable Housing:** Sufficient housing that is affordable to all people in your neighborhood; whether property owners, market-rate renters, or subsidized public housing tenants.

**Quality Education:** Equitable access to strong education institutions with sufficient funding to provide all students with different sets of needs good quality education, a variety of programming, and afterschool activities.

**Walkability:** A community that is walkable for people with all levels of physical ability, and using all means of mobility (stroller, wheelchair, bike, car, bus, etc.). This also gets to the built environment factors of a community, such as a well-lit sidewalk, short and well-defined crosswalks, benches for resting, and bus stops with shelters.

**Social Connections:** The opportunity to establish and cultivate relationships with neighbors, local business owners, fellow church-goers, and much more. This speaks to the ability to have spaces that foster community building.

**Health + Social Services Access:** Access to good quality, culturally sensitive and effective health, and social services that are affordable to all people in the neighborhood.

**People Power:** An empowered community that can and does unite on important issues to bring about long-term change is a powerful factor in a healthy community. This means that all residents have access and can influence decision-making processes to benefit their community.

**Environmental Justice:** A community whose poor, residents of color are not overburdened with the negative health and quality of life impacts of toxic industrial pollution. EJ speaks to having a safe and healthy community in the places where people live, work, pray, play, and learn.

**Economic Development:** Continuous and equitable investment in the local economy that circulates money throughout the community, grows good quality jobs, and improves the quality of life for all residents is important in a healthy community.

**Safety:** Residents should be safe from violence of all forms; from their neighbors and from those in uniform. Neighborhoods can use physical structures (lights, booming storefronts, etc.) and social ones (community safety/policing taskforces) to ensure safety for all residents.
Open Space + Recreation: Access to safe, and ample open space for recreation is an important factor for public health. Open space access can be achieved by a park, natural restoration, community garden, pedestrian plazas, and other strategies.

Access to Public Transportation: All residents should have access to affordable (to them) and dependable public transportation to get to work, school, church, or other places. Transportation access should be well distributed through a community, to ensure connectivity for all.

Arts + Culture: The celebration of one’s culture is very important in the overall wellbeing of a community. Access to art and culture activities should be affordable, accessible, and diverse.

Now that the group has a good grasp of the healthy community factors, ask if anyone from the group would like to share any additional factors that may be missing.

Healthy Community Factors
1. Which of these elements are strongest in your neighborhood? How can you tell?
2. Which are challenged or missing? How is this evident?
3. Does anyone have any personal stories, experiences or local knowledge they’d like to share that tells a more complete story of these missing or challenged pieces?
4. What impact does ______ have on your community’s wellbeing?

Conditions to Create a Healthy Community
1. How can neighborhoods and cities be shaped by the people who live in them? Any examples?
2. What conditions do you need met to be effectively engaged?
3. What keeps you from being as engaged in shaping your community now?

Be sure to capture 1 to 3 big ideas/takeaways from this exercise. These messages will be part of your table’s report back at the end.

ACTIVITY #2: WHAT’S YOUR COMMUNITY PRIORITY? (20 MINUTES)
Worksheet 2: Prioritization Tool

For this activity, each participant will get a sheet of stickers.

Hand out sticker sheets. Each sticker corresponds to all twelve healthy community factors you reviewed in the last activity. Make sure all participants understand that each sticker is different.

Facilitators should ask participants to consider what they heard during the previous activity and decide which factor is most important to them.

Suggested Discussion Questions (before participants place their stickers on the board)
1) What factor matters most and why?
2) Who is the most affected by this factor?
3) What are the most pressing considerations? And why?
Then, invite all participants to individually rank the objective in order of their importance by putting a sticker on the bullseye diagram. Ask them to place the stickers as follows:

- Their top priority – 1 sticker – will go in the center of the target.
- Their second priority – 1-3 stickers – will go in the inner ring of the target.
- Your third priority – Remaining stickers – will go in the outermost ring of the target.

Once all participants have selected their top priorities, tally the results. There may be a clear “top priority” or a mix of them in the inner circle. If there is a mix, host a consensus-building vote to select only one priority to focus on for the following activity.

**ACTIVITY #3: CAUSE + SOLUTION BRAINSTORM (10 MINUTES)**

Worksheet 3: Brainstorm Tool

This will be a discussion about potential interventions to the issues most important to the group. Take the top priority from the last activity and write it on the blue box titled “ISSUE” (e.g. Environmental Justice). As a group, you’ll talk about what are the causes for the existing situation.

**Prompting Questions for Causes:**
1. What do you think caused __________ to negatively impact the community?
2. What are the social, political, or economic factors that contributed to the current situation?

**Prompting Questions for Impacts:**
1. What are the impacts of __________ on the community? How is this evident?
2. How do you feel impacted by ______________? How do you think your neighbors are impacted?

**Prompting Questions to brainstorm ideas for possible Solutions:**
1) How we can address issue? E.g. What are some of the ideas for how we can reduce the impact ____ has on the community?
2) What specific actions do we have to take? And which stakeholders/organizations should be responsible for taking those action steps?
3) What programs, organizations and opportunities (e.g. such as initiatives, projects, programs, regulations) exist in the community that we could leverage to help us address this issue?
4) What should we consider when weighing all the different options for interventions and solutions? E.g. Should we consider how many people will be impacted by the intervention? It is important that the intervention can be implemented right away?

*Be sure to capture 1 to 3 big ideas/takeaways from this exercise. These ideas will be part of your table’s report back at the end.*

**WRAP-UP**

Right before report back, ask if anyone has any issues or concerns, thoughts or ideas about the activities and/or the project that they’d like to share with the group.
Designate a participant or 2 participants to report back 3-5 key discussion points AND the top community factor priority (the factor with most the stickers in the innermost circle) to the rest of the groups.

Let them know that they will have 2 mins to present. All small groups return their focus to the large group to hear from one representative or representatives from each table.

Remember to thank everyone for their participation.
1. Using the issue your group found most important, identify some root causes.

2. Once your group has identified some causes, consider what impacts the issue has on your community’s health.

3. As a group, brainstorm a few possible interventions, or solutions that can eliminate or reduce impacts, that also address root causes.
GROWING HEALTHY NEIGHBORHOODS

COMMUNITY FACTORS - PRIORITY ACTIVITY

1 Which priorities listed below matter most to you? Rank them.

2 Count the total number of each factor in the inner circle (most important).
WHAT MAKES A HEALTH + EQUITABLE COMMUNITY?

HEALTHY COMMUNITY FACTORS
Which of these elements are strongest in your neighborhood?
Which are challenged or missing?

CONDITIONS TO CREATE A HEALTHY COMMUNITY
How can neighborhoods and cities be shaped by the people who live in them?
What conditions do you need met to be effectively engaged?