

# Example Shared Agenda Items & Facilitation Questions



This guide includes example Shared Agenda items and facilitation questions you can use to support action learning within your groups. It also includes an example coaching schedule to help follow up on actions initiated during meetings.

## Example Shared Agenda Items

Use these example [Shared Agenda](#) items and facilitation questions to help promote effective problem solving during your meetings. TIP: Add some of the facilitation questions into your personal version of the agenda as reminders.

### For any actions initiated at prior meetings/between meetings

**Agenda Item:** How's it going with *[refer to initiated action]*?



#### Facilitation Questions

- *[Name of individual(s) who initiated this action], can you give us an update?*
- If action was completed successfully, help team celebrate and then ask: *What are our next action steps with [insert relevant strategy here]?*
- If action was not completed successfully, ask: *What barriers are you encountering? How can we address these barriers?*

### For any strategies/efforts being launched (e.g., new simplified application policy)

**Agenda Item:** What feedback do we need to gather – and from whom - to see if *[insert relevant strategy/effort]* is on track and starting to make a difference?



#### Facilitation Questions

- *What specific feedback questions do you want to ask to see if [strategy/effort] is being implemented effectively? If it is starting to make a difference in [root cause or problem]?*
- *What are some feasible ways to gather this feedback?*
- *What are our next steps? Who can do what, by when?*

**Agenda Item:** [Once feedback is gathered...] What are we learning about [strategy/effort]?  
What are next steps?



### Facilitation Questions

- Is [strategy/effort] **being implemented effectively**?
  - Do relevant people know about it – are they **adopting** it? **Using** it effectively?
  - Are we **reaching/benefiting** priority residents (e.g., low-income residents)?
  - What are our **next steps** based on what we're learning?
- Is [strategy/effort] starting to **make a difference** in [root cause or problem]?
  - What changes are we **starting to see happen** – and why? How can we support and scale up successful efforts?
  - What changes are we **NOT starting to see happen** – and why? How can we problem solve this? What are our next steps?
- Are we seeing any positive or negative **unintended consequences** in response to [strategy/effort]?
  - For **positive** unintended consequences (e.g., new funding opportunities, new relationships) ask: How do we **leverage** or spread these positive responses?
  - For **negative** unintended consequences (e.g., new organizational policy is disadvantaging certain groups, new process is overloading staff capacity) ask: How do we **address** these negative responses?

### Reference Tools:

#### [Plan to Gather Implementation Feedback](#)

Guide to gather feedback on the implementation of local strategies. This information can help you rapidly identify and address emerging barriers to keep your implementation efforts on track.

#### [Implementation Scanning Tool](#)

Simple tool to help identify emerging system barriers to your efforts.

#### [Gathering Rapid Feedback on Outcomes](#)

Tips and recommendation for how to rapidly gather feedback on whether strategies and efforts are starting to make a difference in your outcomes.

## For any new issues ready for team to problem-solve

(e.g., another team identified an issue or implementation barrier they want this group to help problem solve)

**Agenda Item:** How can we help problem-solve [insert issue]?



### Facilitation Questions

- Describe how issue emerged and why it's relevant for their group/team to work on
- If issue is in **DEFINE** phase (i.e., we need to understand the problem and root causes for why it's happening) ask:  
*What do we know about this issue and why it's happening? How can we help learn about this?*
- If issue is in **DESIGN** phase (i.e., we need to design a solution to address root causes) ask:  
*How could we address [root causes]? OR What feedback do you have on [another team's strategy idea]?*
- If issue is in **DO** phase (i.e., we need to implement strategy) ask:  
*How can we help support effective implementation of this strategy?*
- If issue is in **LEARN** phase (i.e., we need to see if strategy is on track and working) ask:  
*How can we help gather rapid feedback to see if this strategy is on track and starting to make a difference in [root cause/problem]?*

## Standing Agenda Item: Feedback Opportunities

**Agenda Item:** Do we have any questions, problem-solving opportunities, or successes that need to be scaled up to share with other groups/teams?



### Facilitation Process

- Ask the group if they see any opportunities for sharing feedback with other teams that has emerged during the conversation. See the Feedback Loops Tool for more details on the types of feedback and next steps
- If opportunities for feedback emerge during conversation, pause the group and help them explore what to share and how to share it.

# Example Coaching Process after Each Meeting

*Use the following process to help support action between meetings.*

## Within one week of action team meeting:

**Draft Meeting Minutes.** Type up notes from meeting (e.g., from flip charts) and send out as meeting minutes to team members. Make sure action items are clearly listed.

- **Tip:** if anything is unclear, reach out to meeting participants as soon as possible to have them help flesh it out – their memory will fade fast!
- **Tip:** post “to-dos” on Basecamp for each person’s action item.

**Share feedback between groups.** Determine what information/action ideas need to be shared and aligned with other people, agencies, groups, or collaboratives. See page 3 above for examples.

- **TIP:** make these next steps into action items for yourself/BBO team so they can be tracked



[Meeting Minutes Template](#)

[Example Meeting Minutes](#)

[Feedback Loop Tool](#)

## Roughly every 3 weeks after this:

**Check in on action.** Contact everyone with action items through basecamp or email to 1) remind them of their action, 2) see how it’s going carrying out the action; 3) and help coach them around how to problem-solve any barriers they are encountering

- **TIP:** consider who or which groups can help with problem-solving these barriers



[Coaching Tracking Tool](#)

## 2 weeks before next action team meeting:

**Prepare members to give updates.** Contact everyone with action items to make sure they are ready to give an update to the group on their progress

- **TIP:** make everyone a winner – if someone is struggling with their action, coach them on what they can feasibly do before the meeting so they can give a positive update