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INTRODUCTION TO SERVING ON GROUPS		
Topic Covered/Activities	**The topic was:**	**Comments or Notes**
Expert Unite Activity	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Discussion on leadership	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Discussion on Family Involvement	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
6 types of family engagement	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Parental involvement in decision making	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Discussion of participants' experiences	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Serving on Groups - background	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Guidebook - background	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources		

1 - WHO CAN SERVE ON GROUPS?		
Topic Covered/Activities	**The topic was:**	**Participant Engagement Notes**
What is Action Planning	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
MAPS activity - step 1, Who Am I?	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
MAPS activity - step 2, History	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
MAPS activity - step 3, Dreams	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
MAPS activity - step 4, Fears and Concerns	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
MAPS activity - step 5, Dreams	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Debrief on MAPS activities	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Discussion of decion making experiences	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Implication of serving on groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
First step for serving on a group	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources for serving on groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

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2 - TYPES OF GROUPS		
Topic Covered/Activities	**The topic was:**	**Comments or Notes**
Discussion on group functions	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Uniqueness of decision making groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Group member roles (YouTube video)	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Discussion of roles that participants would like to see in a group	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Guidebook's definition of decision making groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

Governing groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Advisory groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Leadership groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Planning groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Evaluation groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Practice groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources on types of groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

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3 - PROCESSES GROUPS USE		
Topic Covered/Activities	**The topic was:**	**Comments or Notes**
Importance of processes when serving on groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Introduction to decision making principles	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making principle #1 - shared vision	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making principle #2 - representation	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making principle #3 - equal partners	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making principle #4 - collaboration	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making principle #5 - shared responsibility	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

Decision making principle #6 - information sharing	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making principle #7 - producing results	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Activity on producing results	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making process #1 - information gathering	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making process #2 - goal setting	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Video on vision	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Video on mission	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
SMART goals	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making process #3 - planning	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

Decision making process #4 - collaboration	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making process #5 - evaluation	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Decision making process #6 - reaching agreement	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
How to be effective	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources on processes groups use	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

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4 - TOOLS GROUPS USE		
Topic Covered/Activities	**The topic was:**	**Comments or Notes**
Introduction to tools	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Tool #1 - facilitator	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Tool #2 - ground rules	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Tool #3 - agenda	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Tool #4 - meeting minutes	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

Time management	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Tool #5 - written guidance	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Activity: scavenger hunt	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Tool #6 - open mtg vs. closed sessions	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Unproductive meetings	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources on tools groups use	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

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5 - TIPS AND STRATEGIES FOR GROUPS		
Topic Covered/Activities	**The topic was:**	**Comments or Notes**
Tips for effective meetings	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Internal strategies to improve group dynamics	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Group brainstorming	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
External strategies to improve group dynamics	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Culture	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

Two-tier diagram	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Discussion: life changes	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Cultural competecy and humility	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
YouTube video on culture	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Discussion on competency and humility	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Cultural norms	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Strategies to increase participation in diverse communities	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources on tips and strategies for groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

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6 - USING DATA AS INFORMATION		
Topic Covered/Activities	**The topic was:**	**Comments or Notes**
What is data	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Data confidentiality	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Quantitative and qualtiative data	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
8 stages of data use	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Data use stage #1 - planning and preparing	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Data use stage #2 - collecting. Sources of data.	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

Data use stage #3 - organizing	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Aggregate vs. disaggregate data, triangulation, and graphs	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Comparisons, variables and trends	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Exercise on interpretation	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Validating findings	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Data use stage #4 - analyzing data	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Desriptive statistics terminology, basic calculations and formulas	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Data use stage #5 - developing hypotheses and making recommendations	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Data use stage #6 - creating an action plan	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

Data use stage #7 - displaying and sharing results	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Report characteristics, purpose and audience of report	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Social math and data stories	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Data use stage #8 - continuous monitoring for progress and improvement	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
QI cycle	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources on stages of data use	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

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7 - THE ROLE OF FAMILIES ON GROUPS		
Topic Covered/Activities	**The topic was:**	**Comments or Notes**
What to do prior to joining a group	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Big picture: groups in a larger organization	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Guidebook p. 63: *What Information Do I Need to Know About the Group?*	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Role as family representative	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Role when representing others	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources on role of families on groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

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8 - SKILLS FOR SERVING ON GROUPS		
Topic Covered/Activities	**The topic was:**	**Comments or Notes**
Overview of key points	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Preparing for a meeting	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Participating in a meeting	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Following up after a meeting	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Dealing with conflict	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	

Different styles to manage conflict	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Tips to resolve conflict	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Tips on good facilitation of a meeting	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	
Resources on skills for serving on groups	☐ Thoroughly Covered ☐ Partially Covered ☐ Not Covered	