



Facilitation Guide: Debrief Meeting

Debriefing the Organizational Stigma Assessment Process



Purpose

The purpose of the Debrief Meeting is to bring the Assessment Participants together to review and discuss the group's responses to the Tool and begin identifying priority areas for action.

Length of meeting

It is recommended to dedicate 2-4 hours to this Debrief Meeting. If you are planning to collect participant responses ahead of the Debrief Meeting, schedule at least two hours. If you are planning to discuss participant responses during the Debrief Meeting, schedule at least three hours. Depending on the process that you've chosen and the size of your organization, you may find that you need to schedule more time or hold more than one Debrief Meeting.

NOTE: You may choose to give participants the opportunity to complete the Tool at the start of the Debrief Meeting, and then immediately engage in discussion about their ratings and reflections. If this is the case, you will need to add 30 minutes-1 hour at the start of the meeting for participants to complete the Tool.

Preparation

It is important that everyone at the Debrief Meeting has completed the Tool individually and understands how or if they will be asked to share their reflections with the group. If participants are invited to discuss their responses during the meeting, they will need to have the completed assessment with them to refer to. If you are collecting participant responses ahead of the meeting, consider how the results will be shared prior to or during the Debrief Meeting. For example, this might be in the form of a written report aggregating responses and/or a PowerPoint presentation.

The *Debrief Meeting Template Slide Deck* and accompanying speaking notes can be adapted and used to facilitate the Debrief Meeting. Orange highlighted text indicates areas that require editing; be sure to update these sections and remove the highlights before presenting. This slide deck is designed to assist with facilitation, but if it does not meet your needs, you are welcome to create your own presentation.

Materials



Presentation slides

(option to use [Debrief Meeting Template Slide Deck](#))



Digital or hard copies of the Tool



Tools for annotation/discussion

- In person: chart paper, sticky notes, markers, pens
- Online: polling software, slide annotation tools

Facilitation

This meeting may be facilitated by someone internal to your organization (e.g., the “Internal Champion” or another member of the Working Group) or you may wish to work with an external facilitator (e.g., a consultant with facilitation expertise, a representative from a collaborating organization).

Tips for facilitating discussions about the results of the assessment process

The Debrief Meeting will be facilitated differently depending on whether you collected responses from participants before the meeting. Below are tips for facilitating the meeting for either scenario.

Regardless of which approach you take, you should start the meeting with an overview of the meeting objectives and end with a discussion on next steps. It is also important to come to a consensus about the rights and responsibilities everyone has when participating in this process in order to create a safer space for sharing (see template slide deck).

SCENARIO 1: You have required participants to complete the Tool individually but have not collected their responses. Note that this scenario will likely require a longer Debrief Meeting to allow participants to share their reflections.

- **Invite participants to discuss their overall impressions of completing the assessment. Share your main objectives for the discussion and how it will be structured** (e.g., starting with sections that are of most interest for the group, going over only the highest priority sections, or reviewing all sections).
- **Start by getting consensus on which of the five sections of the Tool participants are most eager to discuss.** This will give you an idea of how to budget your time for discussion across sections or narrow down which sections to focus on at the meeting. Consider ways that you can allow participants to share anonymously.
- **You might choose to begin the discussion with the indicators/sections that felt most relevant for participants OR you might go through each section or indicator in order and invite reflections.** Ask participants to share what they see as the current strengths of the organization or areas for meaningful improvement, with respect to the indicator or section. Ask participants what types of concrete actions they would like to see the organization take on in response to these indicator(s).

You can create opportunities for participants to respond anonymously using engagement tools (e.g., annotating slides, using anonymous polls, or placing sticky notes on chart paper).

- **Summarize the discussion.** You might choose to do this summary at the end of each section, or at the end of the meeting. It is important to provide participants with an overview of the discussion, how their feedback will be used, and the next steps for the assessment process.

SCENARIO 2: You have collected participants' responses in advance of the Debrief Meeting using an online survey or by collecting paper forms.

- **Invite participants to discuss their overall impressions of completing the assessment. Share your main objectives for the discussion and how it will be structured** (e.g., starting with sections that are of most interest for the group, going over only the highest priority sections, or reviewing all sections). You might choose to prioritize sections in advance of the meeting based on responses from participants.
- **Discuss how you have protected their privacy in compiling the group's responses** (e.g., removing information that might be identifying to a person's role).
 - Make sure to acknowledge any possible limits to confidentiality. This is especially likely/relevant when a small group is completing the Tool.
- **You might choose to begin the discussion with the indicators/sections that were most relevant for participants OR you might go through each section or indicator in order.** As a part of this process, you could present an overview of the findings collected.
 - Consider incorporating graphs, charts, anonymous quotes, average ratings for indicators, or other displays of results throughout this section.
 - Invite participants to share what they see as the current strengths of the organization or areas for meaningful improvement, with respect to the indicator or section. Ask participants what types of concrete actions they would like to see the organization take on in response to these indicator(s).

You can create opportunities for participants to respond anonymously using engagement tools (e.g., annotating slides, using anonymous polls, or placing sticky notes on chart paper).

- **Summarize the discussion.** You might choose to do this summary at the end of each section, or at the end of the meeting. It is important to provide participants with an overview of the discussion, how their feedback will be used, and the next steps for the assessment process.

Considerations

<p>How do I make the Debrief Meeting interactive for participants?</p>	<p>Show of Hands: In person or using videoconferencing platform features.</p> <p>Anonymous Polls: If your meeting is taking place online, you can use features built into your videoconferencing platform. If you have access to other presentation polling programs (e.g., Menti-meter, Poll Everywhere, Slido), you can also consider using polling during an in-person meeting. Participants will need to use their personal devices like laptops or cellphones to respond.</p> <p>Annotation: If facilitating your meeting online, you can include a slide with the topic of discussion on it, and direct participants to use the ‘annotation’ feature to write anonymously or add ‘stamps’. Make sure that you have adjusted the settings so that responses are anonymous.</p> <p>Chart Paper: You can use chart paper with the topic of discussion on it and direct participants to “vote” using stickers or add comments using sticky notes.</p> <p><i>Note: You may wish to demonstrate features such as annotation for participants who are unfamiliar.</i></p>
<p>How do I create a safer space for sharing responses and reflection at the Debrief Meeting?</p>	<p>Consider the power dynamics that might exist within your group or organization that may challenge unhindered participation in the assessment process. This will likely depend on who will be participating and the roles they hold in the organization (e.g., program staff participating alongside managers, service users participating alongside service providers).</p> <p>Speak to the importance of creating an environment where people feel safe to share and can participate in the ways that feel most comfortable to them. To help support this, start by coming to a consensus about the rights and responsibilities everyone has when participating in this process. Speak through each of the following rights (see template slide deck for more details):</p> <ol style="list-style-type: none"> 1. Participate 2. Pass 3. Privacy 4. Respect 5. Fun
<p>What if participants raise concerns about the feasibility of suggested actions?</p>	<p>During the Debrief Meeting, participants may raise feasibility concerns or identify barriers to implementing suggested actions. Attempt to validate these points and discuss how they will inform action planning, while continuing to create space for participants to share ideas.</p>