



# Facilitation Guide: Orientation Meeting

## Kicking off the Organizational Stigma Assessment Process

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### Purpose

Once your team has established a plan for completing the assessment (i.e., timelines, scope, who will lead the process, who will be invited to participate, how you will collect and/or analyze responses) it is recommended to hold an Orientation Meeting with Assessment Participants to kick off the process. This will provide an opportunity to share information, answer questions, and address potential concerns.

The Orientation Meeting should cover details such as:

- Who will be participating at various stages of the process and how;
- If/how you will be collecting and compiling responses to the indicators in the Tool;
- How you will facilitate discussions about responses to the indicators in the Debrief Meeting(s);
- How and when results will be moved into the development of an Action Plan, including the role of Assessment Participants in reviewing or contributing to the Action Plan.

The Orientation Meeting should also provide an overview of sexually transmitted and blood-borne infection (STBBI) stigma to ensure all Assessment Participants have a common understanding. The level of detail you choose to provide about stigma in this meeting will depend on the level of knowledge and awareness that your Assessment Participants have regarding STBBI, stigma, and intersecting issues.

If participants have limited knowledge about STBBI-related stigma, you might choose to provide them with additional stigma training prior to completing the Tool.

**NOTE:** Some organizations may provide time at the end of the Orientation Meeting for participants to complete the Tool. Others may ask participants to complete the Tool on their own time, or at the start of the Debrief Meeting. You can decide what works best for your organization!

If you ask participants to complete the Tool on their own time, allow at least one week between the Orientation Meeting and Debrief Meeting for completion.

## Length of meeting

We recommend allocating 1-2 hours for this meeting. Additional time may be required if an in-depth training on stigma is needed, or if you plan to ask Assessment Participants to complete the Tool during the meeting. On average, the Tool takes 30 minutes to 1 hour to complete.

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## Preparation

As discussed in the [Executive Summary](#) and [Implementation Guide](#), there are several key decisions your organization will need to make regarding how you will approach completing the Tool. Many of these decisions are currently represented as placeholders in the Orientation Meeting Template Slide Deck. The Working Group should finalize these details before holding the Orientation Meeting.

The template slide deck and accompanying speaking notes can be adapted and used to facilitate the Orientation 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.

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## Materials

- Presentation slides (option to use [Orientation Meeting Template Slide Deck](#))
  - Digital or hard copies of the Tool for participants to review
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## Facilitation

We suggest identifying 1-3 member(s) of the Working Group to facilitate the Orientation Meeting.

## Considerations

<p><b>What if Assessment Participants at my organization have limited or no knowledge about STBBI stigma?</b></p>	<p>You may wish to consider whether additional training is needed for Assessment Participants before they are asked to complete the Tool. <a href="https://www.cpha.ca/learning">The Canadian Public Health Association (CPHA)</a> has free workshop resources that can be used for this purpose that can be accessed at <a href="https://www.cpha.ca/learning">learning.cpha.ca</a>.</p>
<p><b>How do I create a safer space at the Orientation Meeting?</b></p>	<p>Consider the power dynamics that might exist within your group or organization that may impede 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><b>What if I can't find a time that works for all Assessment Participants to attend an Orientation Meeting?</b></p>	<p>If some Assessment Participants are unable to attend, you might choose to record this meeting (if it is held online) to share with those who missed it. Alternatively, you could share the slide deck and Executive Summary with participants who could not attend the meeting and provide an opportunity for them to ask questions.</p>
<p><b>What if I cannot hold an Orientation Meeting at all?</b></p>	<p>If it is not feasible to hold an entire Orientation Meeting, consider working with management to incorporate a shortened presentation within an existing team meeting. You can also consider sending participants a slide deck, summary document, or video recording to go over the details of your assessment process.</p>