

GROUP FACILITATION GUIDE

Instructions

Before following this Group Facilitation Guide, use the Goals Setting Worksheet with your staff to establish SMART goals for your next summer nutrition program. Then, schedule a meeting with your summer nutrition stakeholders and use this facilitation guide to collect feedback on your SMART goals. This feedback can assist you prioritize your goals, incorporate ideas from the community, and enhance collaboration.

Prepare

Identify Your Stakeholders

A **stakeholder** is an individual or organization that has an interest in or is affected by your summer nutrition program. There are four primary categories of stakeholders, including implementers, decision makers, participants, and partners.

Table 1. Types of Stakeholders

Type of Stakeholder	Definition	Examples
Implementers	Individuals and organizations that are directly involved in the operations of your summer nutrition program.	<ul style="list-style-type: none">• School nutrition staff• Summer site supervisors• Summer site staff• Volunteers
Decision Makers	Individuals who make key operational decisions regarding the summer nutrition program.	<ul style="list-style-type: none">• School division and/or community organization administration• Nutrition director• Partner site leadership
Participants	Individuals served by the summer nutrition program.	<ul style="list-style-type: none">• Students• Families
Partners	Individuals and organizations who support the summer nutrition program and/or support the students served by the summer nutrition program.	<ul style="list-style-type: none">• Community organizations• Partner sites• Community leaders

Invite Your Stakeholders

Using the table above, complete **Table 2** on the following page with the names and contact information of the stakeholders you plan to invite to the feedback meeting.

Table 2. Stakeholders of the Summer Nutrition Program

Type of Stakeholder	Name/Organization	Contact Information
Implementers		
Decision Makers		
Participants		
Partners		

Meeting (1.5 – 2 hours)

Materials

- ☐ Name tags
- ☐ Easel pads and/or wall sticky notes
- ☐ Sharpies, markers, pens, etc.
- ☐ Sticky notes

Introductions (15 minutes)

Allow time at the beginning of the meeting for all participants to introduce themselves and their relationship to the summer nutrition program. Ask each person to also share a highlight from the most recent summer nutrition program. Then, discuss the purpose and importance of the feedback meeting for the next summer nutrition program. Finally, introduce each SMART goal to the large group.

Small Group Discussion (30 – 45 minutes)

Split the participants into groups of 3 – 5 people to discuss each SMART goal. Organize the discussion groups so that there are several types of stakeholders represented in each group. Set a timer for the group to discuss each goal for 5 – 8 minutes. Provide the groups with the following questions to discuss:

1. Is this goal realistic? If not, how would you change it?
2. Would this goal burden you during the summer nutrition program?
3. Does this goal address an important need of the program and/or community?
4. How would you prioritize this goal in relation to the other written goals?

Once the groups finish discussing each goal, ask them to consider:

5. What other goal, if any, would you like to see incorporated into the summer nutrition program?

Finally, ask each group to rank the goals on a scale from 1 (least important) to 5 (most important).



If the meeting is **in-person**, consider writing each SMART goal on an easel pad or a wall sticky note. Discussion groups can then rotate between goals and leave written feedback as they rotate. Otherwise, ask a person from each group to take notes which can be referenced by your staff after the meeting.

If the meeting is **virtual**, ask a person from each group to take notes on the group's discussion and email those notes to you after the meeting. These notes can then be referenced by your staff after the meeting.

Break (10 – 15 minutes)

Large Group Discussion (30 – 45 minutes)

Spend 5 – 8 minutes discussing the groups' feedback for each goal and overall goal rankings. Finally, present any additional goals written by the small groups for large group discussion as well.



Debrief

Discuss the results of the feedback meeting with your staff. As a group, finalize your top 3 – 5 summer nutrition program SMART goals.