

## Leading for Equity Improvement

### Session 3 Breakout Room Activities

In this session, we will be utilizing breakout rooms to work together (10-15 minutes each) and brainstorm using the stakeholder analysis, priority matrix, and action plan worksheets (details will be discussed during the session). We are hoping that sharing the questions ahead of time will help you prepare.

Here are the questions that will be discussed for each breakout room session. Note, that after each session, we will be debriefing for 10 minutes.

#### **1. Breakout Room Session #1 (15 minutes) – Filling out Your Stakeholder Analysis Worksheet**

- a. Brainstorm a list of all stakeholders for your result
- b. Choose two or three of the most critical ones.
  1. Put these in the left column of the worksheet.
- c. For each stakeholder, discuss the questions in the next three columns:
  1. What is the stakeholder interested in?
  2. What is the stakeholder's biggest concern?
  3. What specific request do you have of this stakeholder and how will you make it?
- d. Examples of resources you need from stakeholders:
  1. Approvals, materials, money, volunteer labor, or access to people of influence.
  2. Who will make the request, and by when?
  3. You will put these requests in the Action Plan that we will be developing shortly.

#### **2. Breakout Room Session #2 (15 minutes) – Fillin out Your Priority Matrix Worksheet**

- a. Add up each column in the priority matrix worksheet and discuss:
  1. What activities will have the most impact on your result?
- b. The highest-ranked actions should be your priorities. These are your “low-hanging fruit”.
- c. Ensure that implementing those actions will bring you closer to your measurable result

#### **3. Breakout Room Session #3 (10 minutes) - Filling out Your Action Plan**

- a. Write a list of all activities needed to complete each priority action in the left column under “Activities.”
- b. Estimate the resources you will need to complete each activity.
- c. Decide who will be accountable
- d. Indicate start and end dates for each activity.