

Neighborhood Involvement and Community Engagement (NICE!) PART 1: Appreciative Inquiry. The sample agenda below can be used for planning a community listening session. For more information about Forward Wayne County's NICE Program visit forwardwaynecounty.org.

Community Listening Session Example Agenda

Time	Agenda Items	Notes/Comments
5 Min	Welcome, Introductions, and Overview	<ul style="list-style-type: none"> • Make brief introductions (flip chart). • Overview of your local NICE! Initiative.
2 Min	Purpose and Agenda	<ul style="list-style-type: none"> • Explain the purpose of the session is to hear directly from community members (flip chart). • Explain how the information will be used (flip chart). • Review agenda (flip chart).
1 Min	Housekeeping	<ul style="list-style-type: none"> • Location of restrooms, taking breaks or take a call. • Point to "parking lot" and purpose (flip chart).
2 Min	Session Overview	<ul style="list-style-type: none"> • Review the definition of NICE! And why neighborhood groups are important (flip chart NICE! Process). • Explain roles of facilitator and documenter. • Give an overview of the content and flow (flip chart).
5 Min	Group agreements and questions	<ul style="list-style-type: none"> • Examples of agreements; all voices are equal, everyone needs heard, no ideas are bad ideas, etc. (flip chart). • Resolve in disagreement and gain agreement from participants to move forward. • Parking lot any out-of-scope questions (flip chart).
80 Min	Discussion Questions	<ul style="list-style-type: none"> • Move through topics/questions.
15 Min	Prioritizing Issues	<ul style="list-style-type: none"> • Compile a list of priority issues. • Let participants vote on which issues are the most feasible (remember you are a small group) to tackle. • Ask how we could begin to tackle these issues. • Ask how they may help (remember to mention the signup sheet.).
5 Min	Wrap up and next steps	<ul style="list-style-type: none"> • Hear the final comments. • Thank them. • Review back to how the information will be use (flip chart).