

Neighborhood Involvement and Community Engagement (NICE!) **PART 1: Appreciative Inquiry.** The sample plan 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 Sample Plan

Start Date	Action Item	Resources/Notes	Due Date (Completion)
12 weeks before session date.	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with a small group of volunteers that can help coordinate a Community Listening Session. 	Key community members, friends and other volunteers. Volunteer roles may include facilitator (or hire one), documenter, table coach.	
10 weeks before session date.	<ul style="list-style-type: none"> <input type="checkbox"/> Secure a location. <input type="checkbox"/> Consider hiring professional facilitators if you need assistance. 	Find a suitable and available gathering place for approx. 25 people, school gyms or large library rooms are ideal.	
8 weeks before session date.	<ul style="list-style-type: none"> <input type="checkbox"/> Design an invitation/communication plan to invite residents to attend. <input type="checkbox"/> Create an EventBrite event, (it's free) and will help you manage how many people register. 	<ul style="list-style-type: none"> <input type="checkbox"/> Social media/Facebook Events. <input type="checkbox"/> Send invitation home with students. <input type="checkbox"/> Ask local churches to spread the word. <input type="checkbox"/> Drop off flyers with residents. 	
6 weeks before session.	<ul style="list-style-type: none"> <input type="checkbox"/> Begin to communicate the Community Listening Session. <input type="checkbox"/> Prepare the questions to ask. <input type="checkbox"/> Design table top topics to ensure you are gathering feedback from as many people as possible. 		
4 weeks before session.	<ul style="list-style-type: none"> <input type="checkbox"/> Secure supplies from supply list. 		
1 week before session.	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare flip charts. <input type="checkbox"/> Secure refreshments. 		
Community Listening Session Day.	<ul style="list-style-type: none"> <input type="checkbox"/> Arrive at least 1 hour prior to the start time. <input type="checkbox"/> Leave a 'sign up' sheet on every table and encourage those interested in bringing a project to life to sign up. 		
After the Community Listening Session.	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct an evaluation of what was learned by listening to the local residents. <input type="checkbox"/> Share the findings the neighborhood. 		