Planning and Facilitating Meetings with Patient Advisors

Breakout Session
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1. Introductions
2. Principles and practices of effective meetings
3. Questions and discussion

Agenda

Planning Effective Meetings: Basic Principles

- Patient advisors bring expertise they need
- Advisors are not your patients or research subjects
- Effective communication is our responsibility (use Plain Language)
- Meetings should be fun and interactive
**WINRS Agenda Template**

<table>
<thead>
<tr>
<th>Item</th>
<th>Content</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Greeting, opening question</td>
<td>10 – 15 min.</td>
</tr>
<tr>
<td>2</td>
<td>Review of meeting agenda</td>
<td>1 min.</td>
</tr>
<tr>
<td>3</td>
<td>“Closing the loop”</td>
<td>2 min.</td>
</tr>
<tr>
<td>4</td>
<td>Project update</td>
<td>2 – 3 min.</td>
</tr>
<tr>
<td>5</td>
<td>Discussion of &lt;research materials&gt;</td>
<td>65 min.</td>
</tr>
<tr>
<td>6</td>
<td>Closing question</td>
<td>5 min.</td>
</tr>
</tbody>
</table>

**“Closing the Loop”: WINRS Template**

- Use specific examples from previous meeting
- Highlight key feedback from patient advisors
- Briefly describe changes to research materials or plans
Examples of Research Materials
for Meetings with Patient Advisors

- Study recruitment flyers, letters, brochures
- Lay abstract or PR piece
- Potential names for research project
- Survey, focus group questions
- Website design, content, navigation

WINRS Tip Sheet:
Discussing Research Materials

1. Pick the “right” materials
2. Clarify what you want to learn from stakeholders
3. Provide a context for the materials or issue
4. Break up material into “bite size” chunks
5. Read materials out loud
6. Use two facilitators and flip chart

Example: Working Agenda

- “Close the loop”
- Opening question
- Research overview or update
- Discussion of research materials
Thank you!

Please help us improve future workshops by evaluating this session.

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