



# Strategic Action Planning Group on Aging

## Small Group Facilitator Guide

**Goal:** Generate input and capture community-based strengths and gaps/barriers. We are trying to focus on strengths-based input but know that gaps/barriers are important to capture as well. These examples and experiences could be pre-COVID or related to the ongoing COVID response.

Identify a note taker and someone to report out to the full group – please send notes to Jarett at [agingstrategy@state.co.us](mailto:agingstrategy@state.co.us) – if you have two SAPGA members in your group, one should facilitate and one should take notes.

- 1) Small group member introductions and, if relevant, organizational affiliation – **be sure to capture this**. The more specific you can be about which organization is related to the mentioned effort or barrier/gap described, the better.
- 2) Depending on how structured versus unstructured you'd like to be:
  - a. Go “around” and ask each individual to share one strength and one gap/barrier in they see in their community.
  - b. How has COVID impacted older adults in your community? Do you have examples of creative/innovative responses to COVID from community-based organizations?
  - c. Be sure to ask, who are the local leaders on aging issues? Which organizations do they represent, if any?
  - d. What do the participants want us to know about their region and their work? What do they want our takeaway to be?
- 3) Depending on how conversational your group is, you may not need to prompt them much. Just be sure to inquire, ask for specifics, and gather details around their perceived community strengths and weaknesses.

If the majority of input is focusing on gaps/barriers, encourage them to think about solutions. What types of efforts might be able to close those gaps or overcome the barriers?

Possible focus areas to prompt with: COVID-19 impacts and response; older adults in the workforce; paid caregiving workforce; family caregiving supports; availability of transportation services; role of faith-based organizations in the community; long-term care/memory care housing

- 4) When you are given the “five-minute warning” begin to wrap up the discussion. Are there community-specific focus areas/topics that were missed?