**Austin/Travis County Health Department**

**Developing Goals and Objectives**

**FACILITATOR’S GUIDE FOR TABLE TOP DISCUSSIONS**

The purpose of the table top exercises is to stimulate and guide conversation and capture ideas for goals and objectives for the identified priority health areas. Results of these conversations will be compiled and synthesized, and used to guide the next workgroup meeting.

Workgroup members have been assigned to this priority area. They will remain at this table for the rest of the working session but will have an opportunity to comment on the work of other tables through structured, interactive exercises.

*Exercise 1: Goal Setting (20 minutes)*

1. You have about 30 minutes to engage in setting a goal statement for the priority health issue assigned to your workgroup. EACH WORKGROUP HAS A COLORED PEN CORRESPONDING TO THE COLOR ON THE FLIPCHART TEMPLATES WHICH HAVE BEEN PROVIDED FOR YOU. Please use this pen/color throughout the day’s exercises.
2. Remind workgroup members that the task is to develop a DRAFT goal statement for the identified priority area. Assure them that they will have opportunity to comment on and provide input to other tables’ work through structured feedback exercises to follow.
3. To begin, remind workgroup members about the definition of a goal and the example provided (see written example and information below):

A GOAL IS…

* A projected state of affairs that a person or a system plans or intends to achieve.
* Identifies in broad terms how your initiative is going to change things in order to solve the problem you have identified.
* A result that one is attempting to achieve.

1. Please remind participants that there are resources at the table to help guide and inform goal and objective-setting. When possible, the table should strive to align its language and intent with the language of **Healthy People 2020**.
2. INDIVIDUAL WRITE and THEN GROUP DIALOGUE: You might ask participants to think about the priority area, write down some words/ideas, and then invite participants to share ideas around the table. Capture key themes and then structure the themes into a goal statement.
3. Probe:
   1. What is the desired state or outcome for this priority area?
   2. What are we trying to achieve for our region?
   3. What do we need to do in this priority area to significantly change the current state and move toward a desired state?
4. This first round is to gather ideas and not come up with final language. **The goal statement does not have to be perfect!** Other groups will have a chance to add, modify, and enhance what your workgroup develops. The goal statement should be CLEAR and EASY TO READ on the flipchart page. Please capture your draft goal statement on the flipchart template provided.

*Exercise 2: World Cafe (20 minutes)*

During this portion of the goal-setting exercise, you as a facilitator will rotate to the other workgroups for 5 minutes each to gather feedback and comments on the goal statement. For each round:

1. Read the goal statement.
2. Ask:
   1. What do you like?
   2. What needs to be added?
   3. What needs to be clarified or changed?

Capture these ideas on the flipchart page provided. For each successive round, share the suggestions/ideas/comments and star (\*) or check the ideas/comments that groups cite in common.

*Exercise 3: Finalizing Goal Statements (20 minutes)*

Goal statements will be finalized once you are back at your “home” table. Use the feedback to guide conversation, and capture your FINAL GOAL STATEMENT on the flipchart template provided.

Post.

*Exercise 4: Developing Objectives (45 minutes)*

Your task for this exercise is to help the group develop 3-4 DRAFT objectives for your identified priority area/goal.

1. Use the flipchart page template provided with PRIORITY AREA: xxx, GOAL: XXX, and OBJECTIVES: 1, 2, 3, 4.
2. Reread the final goal statement to the group.
3. Share the definition/example of an objective (see written example and information below):

OBJECTIVES…

* Describe the steps that will take place in order to achieve the behavior change(s) described by your goals.
* Break down goal statements into manageable parts -- typically 2-4 action-oriented phrases to further break down/specify what you are trying to achieve in each goal.
* Are SMART: Specific, measurable, achievable, realistic, time-bound.
* GOALS and OBJECTIVES describe the “WHAT” of your plan. GOALS are broad and OBJECTIVES lend specificity and precision to the goal.

1. INDIVIDUAL WRITE, PAIRS DISCUSSION, TABLE TOP: You can start by asking workgroup members to write objectives individually, then share/compare with a partner, then share/compare as a large group. As you note ideas, ask: Who else has something similar?
2. Probes:
   1. What do we mean by this objective? How would we break it down into its three most important parts? Or what are the three biggest ideas that feed into this goal statement?
   2. Sometimes it helps to literally break the goal statement out into clauses and ask: What do we mean by this clause? What are we trying to achieve here?
3. As you near the end of 45 minutes, reread objectives and ask for agreement/consensus on major ideas. THE OBJECTIVES DO NOT HAVE TO BE PERFECT!
4. Capture final objectives on your prepared flipchart. These should be written in NEAT, LARGE, CLEAR letters as other groups will be reading your chart and offering comments! Please post your flipchart page where directed on the wall/easel.
5. Facilitator will bring flip chart with final goal statement and draft objectives to the main meeting room to share with other workgroups.