Breakout Room Activity Worksheet

Each person will share their situation, get advice from their peers, and develop ideas for action.

Instructions: Choose who will go first, second, and third. Assign a timekeeper who will keep an eye on the time and make sure each person has a chance to discuss their situation. When it is your turn to share, follow the prompts below to guide the discussion. Once the first person has completed their round, move to the next person. Repeat until everyone has had a chance to share and to receive advice.

1. ASSESS: Share your situation.

- **Describe your partnership:** Who are you working with? On what? Which evidence-based strategy/ies does this collaboration move forward (e.g., commercial tobacco, cancer, upstream drivers of health, etc.)?
- Where do you think this partnership currently falls on the Collaboration Continuum?
- Where would you like the partnership to be on the Continuum? Why?
- Which of the following areas might you need to discuss with your partner to be able to move to your preferred level (or closer to it)?
  - Time:
  - Trust:
  - Turf:
  - Communication:
  - Motivators & goals:
  - Expectations:
  - Roles/how to work together:
  - Contribution of resources:
  - Level of commitment:
  - Incentives & celebrations:
  - Other:

2. DISCUSS: The group shares advice about how to move this partnership forward.

Based on what has been shared about the situation, each group member gives 2-3 ideas on how to proceed to further develop the partnership. There are no bad ideas in a brainstorm- the goal here is idea generation! Once each person in the group has shared their ideas, you can further discuss them as time permits. You can take notes here.

3. PLAN: Develop ideas for action.

Write down 1-3 action steps you can commit to after this workshop to move your partnership along the Collaboration Continuum.

1.
2.
3.