

# Hold a workshop on the draft Health of Older People Strategy: Facilitator notes

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This document offers guidance on how to facilitate your own workshop on building a new Health of Older People Strategy for New Zealand.

It includes:

1. preparing for your workshop
2. setting the scene
3. running the workshop
4. how to send your workshop results to us.

If you have any questions about this document, or about holding your own workshop, email [HOPstrategy@moh.govt.nz](mailto:HOPstrategy@moh.govt.nz) and we will respond to you within one working day.

## 1. Preparing for your workshop

You may wish to schedule a new workshop, or add a workshop session to an existing meeting.

### Step 1: Work out how long your workshop will be

We have provided a selection of conversation starters at [www.health.govt.nz/hopworkshop](http://www.health.govt.nz/hopworkshop). Depending on your group, each could take up to one hour to work through.

It's up to you and those attending the workshop which conversation starters you use, if any and how much time you can spend on each section. You don't have to use them; you don't have to use them all; and you don't have to use them in the order provided.

You can send the conversation starters to the people attending the workshop prior to the workshop. They are available in Word and PDF, and in standard and large print.

## Step 2: Send an invitation to participants

You can write your own invitation or copy and paste from the text below.

### **You are invited to a workshop on building a new Health of Older People Strategy**

The new Health of Older People Strategy will provide clear direction for the health system over the next 10 years, to guide decisions on issues that affect the health of older people.

The workshop is an opportunity for you to contribute your views on the draft Strategy. We will focus on the direction the health system and other government sectors need to take to enable older people, together with their family and whānau, to age well, live well, and have a respectful end of life in age-friendly communities.

It will be helpful if you read the draft Strategy released by the Ministry of Health before the workshop. You can find a copy of the draft Strategy, and also more information about it, at [www.health.govt.nz/hopstrategy](http://www.health.govt.nz/hopstrategy).

## Step 3: Book a space and make sure you have everything you need to make the workshop run smoothly

Make sure that you have a comfortable space for your workshop, where those attending have room to sit and to move around. The space will need to be accessible for everyone taking part. Many local councils, schools and churches have free or affordable meeting spaces for hire.

You can find tips on how to run an accessible meeting at [www.odi.govt.nz/resources/guides-and-toolkits/disability-perspective/resources/running-accessible-meeting.html](http://www.odi.govt.nz/resources/guides-and-toolkits/disability-perspective/resources/running-accessible-meeting.html). This includes advice on how to support people with disabilities such as hearing loss, or limited mobility.

The participants may be working with you for two or three hours. You may need to have refreshments available. Some people will work better if they have regular breaks during the session.

Participants will need access to a copy of the draft Strategy, preferably in advance. Copies are available at [www.health.govt.nz/hopstrategy](http://www.health.govt.nz/hopstrategy).

We recommend a format where participants write their comments on Post-It notes which they then stick on large sheets of paper displayed on the wall for everyone to see. For this, you will need large sheets of paper (A1 if possible), Blu-tack, marker pens and Post-It note pads. The facilitator can then lead a discussion about the comments that have been made.

Think about whether you need to make arrangements for people who can't easily read either the draft Strategy or Post-it notes, or for whom English is not their first

language. This might involve asking people in this position to contact you to talk through what they need in order to participate.

## 2. Setting the scene

To get the best results out of your workshop, everyone needs to know what they're doing and why. It may be useful to have a copy of the Questions and answers from [www.health.govt.nz/hopworkshop](http://www.health.govt.nz/hopworkshop), in case anyone has questions.

### Step 1: Introduction

You may wish to set the scene using text from the introduction below:

'We're holding this workshop so you can help to build a new Health of Older People Strategy for New Zealand.

The new strategy will provide clear direction for the government over the next 10 years, helping them to make informed decisions on issues that affect the health of older people.

In our workshop, we will work through what the most important things are for older people, together with their family and whānau, to age well, live well, and have a respectful end of life in age-friendly communities.

We'll be focusing on the draft of the Strategy that's been released to the public. You're also welcome to contribute ideas that don't necessarily refer back to the Strategy document.

After the workshop, we will provide the Ministry of Health with the work we have done together. This will be our submission on the draft Strategy.

Thank you for participating, and taking the opportunity to ensure your voice is heard.'

At this point, you may wish to check in with your participants that they are clear on what the workshop is about and how their input will be used, and if they have any questions.

### Step 2: Housekeeping

Important! At the beginning of the meeting, tell your participants about what to do in the event of an emergency or evacuation; the location of the toilets; and the agenda, including lunch or tea/coffee breaks.

### **3. Running the workshop**

#### **Step 1: Decide which conversation starters you will be answering**

If workshop participants are deciding which conversation starters to use, it's now time to choose these. If you're going to break into groups, each group can answer different conversation starters, or everyone can answer the same ones – it's up to you.

#### **Step 2: Break into groups**

If you have more than eight people attending, we suggest that you break into groups of four to six people. This will help keep group discussions manageable and ensure everyone's voice is heard. Make sure that special arrangements have been made for individual participants who need them (eg, help with reading Post-Its).

#### **Step 3: Answer your first conversation starter**

1. Write your conversation starter on a large sheet of paper, and stick it to the wall. Read it out loud.
2. Ask participants to discuss their ideas, write them on Post-It notes and post them onto the larger sheets of paper. We suggest preparing one large sheet of paper per question for each group.
3. Take time to reflect on answers and discuss them in groups.

We suggest you allow up to an hour for this exercise.

#### **Step 4: Move onto the next conversation starter(s)**

Repeat Step 3.

It may be helpful to take short breaks between each conversation starter.

### **4. How to send your meeting results to us**

You can type and send us the content of every Post-It note; the content of the ones rated by participants as most popular; general comments and discussion notes; or all of the above.

You will find a table to fill out on the next page for each conversation starter that you have responded to.

Once you have completed your table, send it to **HOPstrategy@moh.govt.nz**. We will reply to let you know that we have received your submission.

We would also like to know, for our records, how many people attended the meeting, and the name of the organisation running the meeting if possible (in case we need to check any details).

We also encourage you to take photos of the meeting. We would like to feature some of the meetings on the draft Strategy website. We can provide a permission form for people to agree to photos being used.

## **Important note**

Please note that your submission will be released after all submissions have been analysed. Please make sure everyone is aware of this. We will remove any material that can identify a person or an organisation.

<b>Conversation starter</b>	<b>Prompt</b>	<b>Content of Post-It notes/key points</b>
<b>Strategic direction</b>	Comments on the Strategy's direction for the future	<ul style="list-style-type: none"> <li>• Enter text here</li> </ul>
<b>Healthy ageing</b>	Comments on the proposed actions for healthy ageing	<ul style="list-style-type: none"> <li>• Enter text here</li> </ul>
<b>Acute and restorative care</b>	Comments on the proposed actions for better acute and restorative care	<ul style="list-style-type: none"> <li>• Enter text here</li> </ul>
<b>Living well with long-term conditions</b>	Comments on the proposed actions to ensure living well with long-term conditions	<ul style="list-style-type: none"> <li>• Enter text here</li> </ul>
<b>Support for people with high and complex needs</b>	Comments on the proposed actions to improve support for people with high and complex needs	<ul style="list-style-type: none"> <li>• Enter text here</li> </ul>
<b>Respectful end of life</b>	Comments on the proposed actions to ensure a respectful end of life	<ul style="list-style-type: none"> <li>• Enter text here</li> </ul>
<b>Implementation, measurement and review</b>	Comments on implementing, measuring and reviewing actions in the draft Strategy	<ul style="list-style-type: none"> <li>• Enter text here</li> </ul>