# Introduction to Networked Improvement Communities (NIC)

## Virtual Meeting Facilitation Guide

## [Date], [75-90 Minute Time Slot]

### Objectives:

* Introduce NIC members and key research-practice partners
* Facilitate relationship-building among members
* Gather baseline information on participants’ current knowledge/experience with NICs or research-practice partnerships
* Provide an overview of the NIC approach to continuous improvement
* Clarify responsibilities of NIC members
* Schedule a regular NIC meeting time

| Time\* | Topic | Activity | Learning Objectives | Resources |
| --- | --- | --- | --- | --- |
| **15 min.** | Welcome and Introductions |  | * Ask each member to share:
* Name,
* Position/title,
* Organization affiliation, and
* Core job responsibilities/expertise.
* If time allows, ask each person to report something they hope to gain from NIC participation and one question they may have.
* Icebreaker activity (optional).
 | * Agenda
* PowerPoint (PPT) Presentation
 |
| **10 min.** | NIC Pre-assessment  | Online survey or discussion | * Introduce key objectives of the meeting (see above).
* Hand out the NIC summary document
* Ask participants to share their current level of knowledge and experience with NICs and/or research-practice partnerships (RPPs). For example, use a polling tool (e.g., pollev.com or Zoom poll) to collect responses to the question “What is your current level of experience with NICs or research-practice partnerships?” using the Likert scale (e.g., 0=None, 1=Novice, 5=Expert). Polling tools are available to report aggregate results instantaneously using a smartphone or computer.
* Ask for participants to share prior experiences with NICs or RPPs.
 | * PPT Presentation
* NIC Summary Document
* Online Survey Polling Tool\*\*
 |
| **15 min.** | NIC Overview | Presentation | * Present NIC Overview (15 min.). Specific objectives include:
* Definition of what a NIC is and how it can be used to accelerate improvement,
* How a NIC is applied to address specific problems of practice (present theory of action), and
* Responsibilities and time commitments associated with specific roles.
* Allow 5–10 minutes for questions.
 | * PPT Presentation
 |
| **25 min.** |  | Group Discussion | * If the group is more than 8-10 people, consider creating breakout groups. Assign a recorder to take notes and report out when the group reconvenes. If the group is smaller, a whole group discussion may be appropriate.
* Facilitate a discussion in which participants reflect and discuss the following questions:
* What additional questions do you have about NICs?
* What problems currently exist for which the NIC can be used as a vehicle to accelerate improvement? (Facilitator may want to frame this within a larger theme or topic.)
* How does your professional or personal experience and/or interest prepare you to contribute to this NIC? What roles seem particularly interesting to you?
* What other people or organizations should be involved? Are we missing any key stakeholder representation at this stage?
* Reconvene small groups and share answers to question. Address outstanding questions that emerge throughout the discussion.
 | * PPT Presentation
* Google Doc (include questions and use shared document to record responses)
 |
| **10 min.** | Wrap-Up and Next Steps |  | * Identify a weekly or bimonthly date and time when all NIC participants can meet.
* Summarize key points from the meeting.
* Discuss next steps (i.e., creating a well-specified problem-statement).
 |  |

\*Times are estimates only. Time may fluctuate based on the nature of the discussion, group size, and meeting format (e.g., face-to-face vs. virtual).

\*\*Several online survey tools are available. Many survey tools are free of charge (limitations apply); however, they often require users to establish an account. Free survey tools often have limits on the number of participants that can be surveyed at one time. Check limitations before using the tool.