

# SUSTAINABILITY KICKOFF ENGAGEMENT TOOLKIT FOR COMMUNITY HOSTS

A Dialogue Toolkit for

**SUSTAIN  
ABILITY** **TALKS**



Hillsborough  
County Florida

#SustainabilityHC

# INSTRUCTIONS FOR THE HOST

## BEFORE YOU BEGIN

Welcome, to the Sustainability Action Plan Dialogue Toolkit!

- **Review this instruction packet.** Familiarize yourself with the materials provided before beginning an actual dialogue. Note that there are 5 individual 'topics' and 1 additional wildcard topic.
- Please **watch the video training session** which can be accessed at the [Hillsborough County Sustainability Action Plan Dialogue Toolkit](#). The video will greatly help with understanding how to host a session.
- **Schedule** a convenient time to host and engage.
- **Invite** people to participate. Send invitations to friends, family, colleagues, classmates, or anyone who might learn and contribute. We recommend breaking into groups of 2 to 8 if you have a large turnout.
- **Due to public health and safety guidelines**, we do not currently recommend that large groups gather. These dialogues are designed to succeed in different digital/remote formats. Ask participants to reserve 1.5 to 2 hours to get the most out of the event.



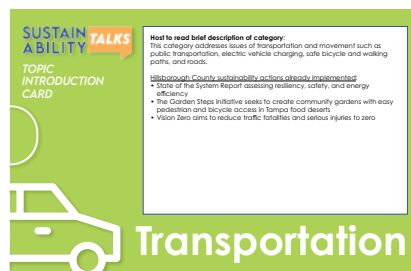
# INSTRUCTIONS FOR THE HOST

## WHAT YOU NEED TO HOST A DIALOGUE

- A physical or digital copy of the Dialogue Toolkit.
- Ability to play video links (internet connection and computer with speakers). The topic introduction cards include short video links if the group would like more information.
- A copy of the **topic introduction cards, question cards, the game board, and recording sheets**. A pen, if you are not utilizing the online recording sheets.
- The **sign-in/demographic questions**, printed or online.
- A timer to stay on track.
- A camera (optional but we would love to see and share images of our community members participating).

\*\*\* IF meeting virtually, you will need an online meeting platform (ie: Zoom or Teams) with screen sharing abilities - and verify that participants have the ability to view a computer screen, with internet and good speakers. You will screenshare the dialogue kit images while hosting the dialogue. Please email [Sustainability@HCFLGOV.net](mailto:Sustainability@HCFLGOV.net) if you would like more guidance.

example  
topic introduction  
card



example  
question card



example  
game board



example  
recording sheet



# INSTRUCTIONS FOR THE HOST

## DURING THE DIALOGUE

1. Seat everyone so that you can all see each other (if meeting in person please maintain safe distancing and mask wearing).
2. **Read the provided instructions aloud.** They will help the hosts to walk through the exercise. Invite participants to read through the content of each topic introduction card.
3. **Take notes.** Before you begin, assign a note taker.
  - IF you are using a printed copy, the note taker will be provided with color coded recording sheets for each of the 6 topics.
  - IF you plan to utilize the digital recording sheets, make sure the note taker has a computer and can access the similar color coded [recording sheets](#).
4. **Report back.** In the recording sheets, you will have the opportunity to document the group's answers. We also want to know what the team does and doesn't agree on, and questions that you would like the County to address.
  - IF you are using a printed copy, scan or photograph your notes and email to [Sustainability@HCFLGOV.net](mailto:Sustainability@HCFLGOV.net).
  - IF you have utilized the digital recording sheets, make sure you hit the **submit button**.

Dialogue kits should be **returned by December 13, 2020**, but please get them in as early as possible.

5. **Ask participants to complete the demographic information.** We care about hearing from every one and need to know who has not been represented.
6. Cover as many topics as you can - it is a complicated task and we're asking a lot. But it's worth it!
7. Be respectful of everyone's time. Use a timer if it helps to stay on track, but honor the opinions of everyone at the table.
8. **Guide the conversation.** Although it is easy to get sidetracked, use the toolkit to keep the conversation moving through topics.

# INSTRUCTIONS FOR THE HOST

9. **Take photos.** Share your group's hard work on social media using [#SustainabilityHC](#) and encourage others to get involved. (Remember to get permission from your group before sharing pictures.)

## AFTER THE DIALOGUE

10. **Thank everyone for participating.**
11. **Encourage participants to fill out the individual [survey](#).** There is so much to cover, the survey offers another opportunity to influence the outcome of the Hillsborough County Sustainability Action Plan.
12. **Please be sure to submit your documentation by December 13, 2020.**
13. You can submit hand written documentation by scanning and emailing to [Sustainability@HCFLGOV.net](mailto:Sustainability@HCFLGOV.net).
14. **Send us your feedback!** This can be included on your recording sheets or by emailing directly to [Sustainability@HCFLGOV.net](mailto:Sustainability@HCFLGOV.net).
15. **Pass it on!**



# CLOSING FORM FOR THE HOST

**Thank you for hosting!** We want to learn more about the people who hosted dialogues and their experience.

**Name:**

**Email (we may need to contact you):**

What language did you host this conversation in?

How would you describe your group? (ie: neighbors, family, classmates, co-workers, etc.)

Why did you host this dialogue?

Where did you get the dialogue toolkit?

How did you hear about the opportunity to participate?

Did you gather this group specifically to hold this dialogue?

**yes**

**no**

Did you gather in person or remotely?

**in person**

**remotely**

**Please indicate how much you agree with the following statements:**

	strongly disagree			strongly agree	
The background information included was clear and understandable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The dialogue instructions were clear and understandable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand how my input will be used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt this was a valuable experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments?

**SUBMIT FEEDBACK BY DECEMBER 13, 2020**

- Remember to complete the digital recording sheet and dialogue wrap up, accessed at the [Hillsborough County Sustainability Action Plan Dialogue Toolkit](#). OR
- Hand-written documentation can be scanned or photographed and emailed to [Sustainability@HCFLGOV.net](mailto:Sustainability@HCFLGOV.net).