

Sustainability Planning for Coalitions **Facilitator's Guide**

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**Prevention
Training
Technical
Assistance
Service
Center**



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Sustainability
Planning
for Coalitions
Facilitator's Guide

Facilitator Information

Technical Assistance Session Agenda (45 Minutes in Total)

Welcome and Overview of Training

Activity 1: Questions and Discussion

Interactive Discussion #1

Reflection from Activity

Activity 2: Identification of a Priority Prevention Strategy

Interactive Discussion #2

Reflection from Activity

Introduction to Resources

Activity 3: Identification of Resources

Interactive Discussion #3

Activity 4: Sustainability Planning Exercise

Interactive Discussion #4

Reflection from Activity

Interactive Discussion #5

Recap & Closing

Training Day Checklist

- Flip Chart Paper
- Flip Chart Markers
- Copies of Sustainability for Coalition Worksheet for facilitator and participants.
- Copies of Participant Feedback Form

Information & Resources

Web-link to Training Videos: https://preventiontrainingcenter.org/module_detail?id=3



Welcome & Overview



Play Video #1: Introduction, or summarize the content below if you prefer:

Hello. Welcome to the “Sustainability for Coalitions” technical assistance session sponsored by your local coalition with support from the Prevention Training and Technical Assistance Service Center or “T-TASC”.

This TA session helps coalitions start the conversation about sustaining prevention strategies in your community.

This session includes interactive, small group discussions led by your facilitator.

Are you ready to start?

First, we will discuss the role and responsibilities of coalition members in sustainability efforts.

Coalitions that operate with a high level of engagement from their members and partners tend to be more successful.

Second, we will talk about developing a sustainability plan. This process involves answering questions such as:

- “What prevention strategies are working?”
- “What work should we continue?”
- “How will our coalition support these strategies?”
- “What can other community partners contribute?”

An interactive activity will help define the different types of resources, and areas where community partners may be helpful.

Third, we will jump-start sustainability planning for your coalition. This will help you understand the work. And, it will help remind us that “many hands make light work.”

The video will be on pause while you complete the interactive activities. Your facilitator will answer questions and can help guide group discussions.



What We Already Know About Sustainability



Play Video #2: What We Already Know About Sustainability,
or summarize the content below if you prefer:

You may know more about sustainability planning than you realize. Let's put that knowledge and experience to work!

For example, you probably manage your personal or household activities and budgets, and organize or lead projects at work. You may even have experience with sustainability efforts by way of your other volunteer leadership roles.

We can use those experiences as a warm-up for our sustainability discussions.

This activity involves breaking into two-person discussion pairs. Before breaking into discussion pairs, let me explain the task.

First, identify a situation when you worked on a successful project, activity, or event that had to be discontinued because resources ran out.

Second, answer three questions that will help you share your experience about the circumstances.

1. How did you feel about this successful project or activity coming to an end?
2. Did you use an individual or group approach to resolve the situation?
3. Did you have the appropriate number and type of people involved?

You will have 5 to 7 minutes to complete this task with your discussion partner, followed by a group discussion.

What questions do you have about the activity?



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What We Already Know About Sustainability (Cont.)



Allow pairs to discuss the questions posed by the narrator for no more than five to seven minutes.



Invite two or three pairs to share their discussions with the larger group.



What should we sustain?



Play Video #3: What Should We Sustain?, or summarize the content below if you prefer:

“Many hands make light work.” Use a sustainability process that engages as many members of your coalition as possible! Why? A team of people can provide more talent, more energy, and higher access to resources than a single person. Research shows that coalitions with longer life-spans tend to have a high level of engagement from their coalition members. A coalition coordinator or staff person should not try to single-handedly take on the task of sustainability planning.

Your coalition exists to improve the health of your community. You followed the Strategic Prevention Framework. You studied the data to identify the priority issues and their root causes. You developed a plan with measurable objectives and priority prevention strategies. You are doing the work and assessing progress.

What is your plan to continue these efforts? What efforts should you continue? What efforts will you be able to continue?

To answer these questions, you will need to review evaluation data and other local data to understand the importance and the impact of your efforts.

In some cases, you might find you accomplished your task and do not need to continue that specific prevention strategy. In other cases, you might have questions or concerns about whether a prevention strategy is really working.

It's important to engage your entire coalition in answering these questions.

Let's pause here for a brief group activity.

Answer this question: “What prevention strategies would you like to see your coalition sustain?”

Your facilitator will write down the suggestions on flip chart paper. This list will be part of an activity that occurs later in the session.

You will have about 5 minutes to complete this task. What questions do you have about the activity?



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What should we sustain? (Cont.)



Allow for up to 5 minutes to complete the small group task.



Bring the whole group back together and spend a minute or so recording their responses on flip chart paper.



Restart the video, or read below if you prefer:

Congratulations! You have started the conversation with your coalition members about prevention strategies that you are interested in sustaining.

How do you narrow down this list? Your coalition will review data for each of the prevention strategies. Program evaluation data and community impact data may influence your decision about what prevention strategies to sustain. This step will take time for you to gather, organize, and review the information.



Assessing Resource Needs and Availability



Play Video #4: Assessing Resource Needs and Availability, or summarize the content below if you prefer:

In addition to the program and community impact data, it's important for your coalition to understand the resource levels needed to support your prevention strategies. Let's spend some time reviewing the different types of resources.

Successful coalitions support their prevention strategies with a mix of resources: human, social, and material. Let's talk about each of these resources.

Human resources refer to staff and coalition members whose knowledge, skills, availability, talents, and passion contribute to successful prevention strategies. Sustainability strategies include recruiting and engaging volunteers to serve in leadership roles and to support the prevention work.

Remember, your coalition is designed to engage diverse stakeholders in the community. What individuals, student or community groups, or professionals can play a role in your sustainability plan?

Social resources refer to how your partnerships provide some type of social, economic, or political value to the coalition. Does your coalition maintain a collaborative working relationship with community partners such as schools, public safety, faith communities, health departments, healthcare groups, employers, and institutions of higher education?

How can the coalition align its work with community partners? This requires an identification of mutual goals as well as opportunities for collaboration and recognition. For example, a coalition that partners with local schools to teach a new prevention curriculum can assist in selecting the curriculum, fund teacher training, and evaluate the program. The school represents a social resource because they provide ongoing supervision of the program on behalf of the coalition.

What is the obvious **material resource**? Money. Material resources also include facilities, equipment, billboard space, technology, and program supplies. Careful identification of your material resource needs will help you to identify partners or community groups that can donate, sponsor, or even offer some type of cost-sharing agreement. Also, your coalition can explore ways to generate alternative revenue. This means the coalition produces and sells products or charges fees for coalition services.



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Assessing Resource Needs and Availability (Cont).

Let's pause here for an activity on the types of resources. You will divide into three groups, each with a flipchart paper labeled human, social, or material resources.

First, list examples from your coalition that match the resource category on your flipchart paper.

Second, each group will pass its flipchart paper to another group. This next group will review the list, add to the list, and identify topics that need more clarification.

Third, you'll repeat the rotation once more, so every group has the opportunity to review and add to each resource list.

You will have 8 to 10 minutes to complete this task. What questions do you have about the activity?



Allow for up to 10 minutes to complete the small group task.



Your Sustainability Activities



Play Video #5: Your Sustainability Activities, or summarize the content below if you prefer:

Now, let's put your knowledge to work for your coalition and do an activity that will jump-start the conversation about sustainability planning.

Earlier in the session, you developed a list of potential prevention strategies your coalition would like to sustain.

For this activity, you will break into small discussion groups of three to five people.

Each group will select one prevention strategy from the list. It's OK for multiple groups to work on the same topic.

Each group will use a worksheet to guide the discussion and to record the answers.

The worksheet will help you identify: core activities for that prevention strategy; types of resources connected to that activity; and partners who may represent a source of those resources. Think creatively!

You will have approximately 10 minutes to complete this task before the facilitator reconvenes and leads a group discussion. What questions do you have about the activity?



Begin passing out worksheets to small groups at 0:29 as the video says, "Each group will use a worksheet to guide"



Pause the video at 1:06 to allow for up to 10 minutes to complete the small group task. Bring the whole group back together for up to 2 minutes to share their responses.



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Your Sustainability Activities (Cont.)



Restart Video #5, or summarize the content below if you prefer:

The last activity gave you a brief exposure to the types of conversations that drive sustainability efforts. Let's take a moment and reflect on your experience. The facilitator will help guide discussion on these questions:

What did you notice about working with a group of engaged coalition members?

What resources and partners did your group identify for your selected strategy?

Did you identify any new connections or partnerships that can help sustain your prevention strategies?

What other observations do you have?



Guide a group discussion on the questions listed above.



Closing



Play Video #6: Closing, or summarize the content below if you prefer:

Today, you learned about the basics of sustainability efforts, the importance of engaging your coalition members in the process, and different types of resources that can help sustain your prevention strategies.

And, you completed some activities to jump-start your sustainability efforts.

Thank you for learning more about how to sustain your coalition's prevention strategies.

Sustain those gains in your community!