



**Strengthening & Sustaining Ohio's Suicide Prevention Coalitions (SSOSPC):
Strategic Planning Learning Community
Phase 1: Expanding our Coalition's Knowledge of the CDC's Technical Package for Preventing Suicide
and
Sharing the Knowledge with All Coalition Members
DUE March 15, 2021 at 5:00pm**

PHASE 1 SUMMARY INFORMATION

Tasks:

- (1) Coalition directors/project leads/etc. will assemble a team to engage in Phase 1 tasks.
- (2) The Phase 1 Team will engage in a self-facilitated activity (think "book club" or "study group") to deepen their knowledge of the CDC's Technical Package for Preventing Suicide.
- (3) The Phase 1 Team will develop and implement a plan to share their learnings about the CDC's Technical Package for Preventing Suicide with the entire coalition. Note: The implementation part of this task may extend past the March 15th deadline. Coalition directors/project leads/etc. only need to submit their plan by March 15th.

Handout:

- (1) Reading Reflections Summary Sheet

Resources:

- (1) **Videos:** Leadership Videos for the SSOSPC Initiative are posted on the website on the "[Coalitions Leadership Resources](#)" page. We strongly suggest that coalition directors/project leads/etc. watch these two videos to support them in assembling their team for this task: **Making the Ask** and **Building Successful Teams with Help-seeking Behaviors**.
- (2) **Reading:** The [CDC's Technical Package for Preventing Suicide](#) may be found on the Ohio Suicide Prevention website: <https://suicideprevention.ohio.gov/Communities/Coalitions/CDC-Strategies-for-Preventing-Suicide>

Deliverables – Due March 15, 2021 at 5:00pm:

- (1) Phase One Team Form
- (2) Study Group Summary Sheet
- (3) Sharing the CDC Technical Package - Action Plan

Start Here

Coalition leaders are encouraged to read through the entire document before moving into action.

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Step 1: Assemble the Strategic Planning- Phase 1 Team

Goal: The goal of Step 1 is for the Project Director to assemble a team to engage in Phase 1 Tasks.

Handouts: None

Videos: Leadership Videos for the SSOSPC Initiative are posted on the website on the [“Coalitions Leadership Resources”](#) page. We strongly suggest that coalition directors/project leads/etc. watch these two videos to support them in assembling their team for this task: **Making the Ask** and **Building Successful Teams with Help-seeking Behaviors**.

Deliverable 1: Phase 1 Team Form

- A. Begin by thinking about who on the coalition could/should engage in this work. It may be helpful to think of Phase 1 as a “train the trainer” model where a few individuals take a deep dive into the CDC’s Technical Package for Preventing Suicide (the “book club/study group”) and then create a plan to share that knowledge with the entire coalition. A good starting point may be some of the coalition members who participated in the Community Readiness Assessment and/or drafting the Plan to Increase Community Readiness work on this project. It’s important to remember that the knowledge, skills, and attitudes learned in last year’s work are certainly transferrable to this year’s work. Additionally, it may be useful to engage other coalition members who are less engaged with the work – “fresh eyes” are always useful. Finally, some people may need a “break” from coalition work and might need to transition off the team; please be cognizant of those cases as well.
- B. Think about an email and/or telephone script to use to reach out to potential members of this team. You will want to make sure that you have a clear “ask” in mind. Review this document in its entirety as you frame your request. The document details the activities and timetable for Phase 1 of the strategic planning process.
- C. Make sure the invitation includes a query to determine a regular and ongoing time that will work for everyone to meet. You will likely want to plan for a series of 45-60 minute sessions and will want to space them out according to local schedules and demands as well as the project timeframe.
- D. It may be helpful to also include a query about how to meet and determine any technology needs for meeting remotely.
- E. Once you have a time and meeting platform selected, you will want to follow up with the team members to communicate the meeting schedule and other logistical information.



Deliverable 1: Use the **Phase 1 Team Form** to capture names of team members, along with logistical details. You will turn in this form as a final deliverable for Phase 1.

Step 2: Deepen the Team’s Knowledge of the CDC’s Technical Package for Preventing Suicide

Goal: The goal of Step 2 is for the Phase 1 team to engage in a self-facilitated activity (think “book club/study group”) to deepen their knowledge of the CDC’s Technical Package for Preventing Suicide.

Handout: Reading Reflections Summary Sheet

Reading: The [CDC’s Technical Package for Preventing Suicide](https://suicideprevention.ohio.gov/Communities/Coalitions/CDC-Strategies-for-Preventing-Suicide) may be found on the Ohio Suicide Prevention website: <https://suicideprevention.ohio.gov/Communities/Coalitions/CDC-Strategies-for-Preventing-Suicide>

Deliverable 2: Study Group Summary Sheet

- A. The next step in the process is to explore the CDC’s Technical Package for Preventing Suicide. To do this, coalition directors/project leads/etc. will facilitate a “book club/study group” where members of the Phase 1 team will engage in four steps: (1) reading the CDC Technical Package on their own, (2) engaging with the material on their own using the “Reading Reflections” handout to document their thoughts, (3) submitting the “Reading Reflections” handout to the group facilitator, and (4) coming together as a group to discuss the reading.
- B. Think about how you want to lead the Phase 1 team in engaging in a “book club/study group” type of activity.
 - How are you going to “make the case” that this is an important and worthwhile task?
 - How are you going to keep the coalition members engaged and excited about the work – particularly the ones who worked on the CRA and drafting the plan to increase readiness?
 - How are you going to create a space where those who did not participate in Year 1 activities feel included?
 - How are you going to lead and manage those who feel threatened by seeing their work within the context of the CDC’s Technical Package for Preventing Suicide?
 - How are you going to lead and manage this effort in the most efficient and effective way possible? (Consider all of the “behind the scenes” aspects of this task: distributing materials, sending reminders, scheduling the “book club/study group” meeting, facilitating the group meeting, etc.)
- C. Think about how you are going to actually engage in the work. How will you create a structure for the “book club/study group” activity?
 - What do you see as the key tasks for the Phase 1 team to engage in the activity (HINT: see Step A)?
 - What timeline do you think is appropriate for the Phase 1 team to engage in the activity? How many meetings do you think you will need?
 - How will you communicate the tasks and the timeline to the Phase 1 team?
 - How will you ensure that Phase 1 team members complete and return the Reading Reflections Summary Sheet?
 - What will the agenda for each “book club/study group” meeting look like? Who will facilitate that meeting? When will the meeting take place?
- D. Communicate with your team the next steps to meet the goal of Phase 1. Consider how you will:
 - Articulate what each member needs to do to participate in the activity.
 - Provide instructions to the team members on how to access the materials. Here is some language that may be helpful for you:
 Please visit the SSOSPC website to review the materials for the “book club/study group”:
<https://suicideprevention.ohio.gov/Communities/Coalitions/Strategic-Planning>. You may find the materials by clicking on the “Phase 1” tab on the left-hand navigation panel. On the Phase 1 tab, you can find the link to download the CDC’s Technical Package for Preventing Suicide as well as the Reading Reflections handout.
 - Indicate when and how the “study group/book club” meeting will occur. Provide connection information.
 - Provide deadlines for the process – keeping in mind that the **final deadline for Phase 1 is 3/15/2021 at 5:00pm**.

- E. Work as a team to deepen your knowledge of the CDC's Technical Package for Preventing Suicide in a way that works best for you. You will capture your group's experience using the Study Group Summary Sheet.



Deliverable 2: Use the **Study Group Summary Sheet** to capture a summary of your group's efforts, including the final "book club" or "study group" meeting. You will turn in this form as a final deliverable for Phase 1.

Step 3: Create an Action Plan to Share your Learnings about the CDC's Technical Package for Preventing Suicide with the Entire Coalition

Goal: The goal of Step 3 is for the Phase 1 Team to develop an action plan for how the "book club/study group" plans on diffusing their knowledge and understanding about the CDC's Technical Package for Preventing Suicide with the entire coalition.

Deliverable 3: Sharing the CDC's Technical Package Action Plan

- A. The next step in the process is to create a plan for sharing your learnings about the CDC's Technical Package for Preventing Suicide with the entire coalition. The strategic planning efforts that you will engage in this year will utilize the CDC's Technical Package for Preventing Suicide as a guiding framework, so it is essential that the entire coalition has at least a functional knowledge it.
- B. Schedule a meeting with the Phase 1 Team to discuss possible ideas for diffusing the information broadly to the coalition. What ideas can you brainstorm? (Note: We don't suggest repeating the "study group" activity. The goal is for the Phase 1 Team to come up with a way to keep the coalition members aware of the importance of the CDC's Technical Package for Preventing Suicide and the role it will play in the strategic planning process.) Some ideas include: allocating 10 minutes at each coalition meeting to discuss a key point or idea from the CDC's Technical Package, including a short article about a key point in the coalition's newsletter or email blast, etc.
- C. Finally, commit the plan to action. In this step, the Phase 1 Team will create an action plan for diffusing the information in the CDC's Technical Package for Preventing Suicide with the entire coalition. Note: The implementation part of this task may extend past the March 15th deadline. Coalition directors/project leads/etc. only need to submit their plan by March 15th.



Deliverable 3: Use the **Sharing the CDC Technical Package - Action Plan** to document your plan. You will turn in this form as a final deliverable for Phase 1.

Step 4: Submit Deliverables – DEADLINE: March 15, 2021 at 5:00pm

Goal: The goal of Step 4 is for the Project Director to submit the required deliverables.

- A. The final step in Phase 1 is to submit the final deliverables. As a friendly reminder, the coalition must submit three (3) deliverables:
 1. Phase One Team Form
 2. Study Group Summary Sheet
 3. Sharing the CDC Technical Package - Action Plan
- B. Please submit all three files via email to: Casey Shepherd (cshepherd@PIRE.org) and CC: Carrie Burggraf (burggraf@ohio.edu).
- C. The deadline for the submission is: **March 15, 2021 at 5:00pm**