DIY FACILITATOR GUIDE

TITLE: Communication Chart

SUBTITLE: Upholding Dignity and Privacy: Respectful Communication

SUGGESTED TIME: 75 minutes

MATERIALS NEEDED: Communication Chart Activity packet for each team member, blank paper, pens

LENGTH	TITLE	ACTIVITY	WHAT YOU CAN SAY
2 min	Welcome	Connecting your team to the purpose of today's video HOW TO DO IT: • Gather your team around a screen so they can see and hear the video. • Print the Community Mapping Packet Packet for each team member.	"Welcome, everyone! Today, we will be looking at a resource that supports HCBS Requirement #3: Right to Privacy, Dignity, and Respect. Part of Requirement #3 is ensuring that we communicate with individuals based on their needs and preferences, including alternative methods of communication. We are going to explore the communication chart and learn how to use this resource to better support the people we serve."
6 min	Play Video		
10 min	Self Reflection	Reflect on how you have discovered the communication preferences of someone you know well. HOW TO DO IT: Hit the next button at the end of the first video Ask each person to reflect on communication preferences by completing the questions on page 3 Facilitate a round asking each person to share what they wrote. Identify commonalities of how people have discovered and responded to different communication preferences. When you are done, click the next button to watch the next video	"Can everyone please turn to page 3 in your workbook? We all communicate in one way or another, through action, words, facial expressions, and more. We have also learned how those around us communicate as well. Let's take 5 minutes to do a self reflection about discovering someone's communication preferences and after we will share as a collective. After 5 Minutes Let's do a round, giving everyone the opportunity to share what they wrote. Who would like to go first?" "Thank you for for sharing. Did anyone hear any commonalities in how we discovered someone's communication preferences?" Capture commonalities on large post it paper "Fantastic, I think this will be important to remember as we continue to learn about communication and the communication chart.

18 min	T	Play Video	
15	Partner Activity	Practice creating a communication chart for each member of your team HOW TO DO IT: • Hit the next button at the end of the video • Pair team members into partners	"/ ø 8 " A ¿ "> ey mean before filling out each row of the chart."
min		 Talk about team member's actions and how they are communicating as they fill in their own chart Take a moment to have the team share their communication chart with the whole group. 	After 8 minutes "Time is up. Did everyone have enough time to fill out at least one full row of your communication chart? I would like each of us to share a row from our communication charts" Ask Each Person to Share
4 min	Play Video		
15 min	Reflection	Brainstorm ideas on how to use the communication chart at work. HOW TO DO IT:	"Let's take 5 minutes to think about how we might be able to use this with the individuals we support. When we are done, we will share what is positive and possible and come up with a plan to move this forward as an organization."
	8	 Hit the next button at the end of the video Pair team members into partners Give everyone 10 minutes to complete the reflection page with their partner Create a plan as a group to take action with the communication chart 	After 5 minutes "I would love to hear from each partner pair what you came up with" Follow up with "what support do you need to make that happen?" After everyone has shared, create a plan on how to move forward as an organization.
1 min	Play Video		
2 min	What's Next SUGGESTED NEXT VIDEO: Routines and Rituals		

