Module 2
Forming a Community of Practice

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Preparing answers to discussion questions during presentation

- Review the Resource & Study Guide
- During the presentation, jot down possible responses to the questions in the guide

Learning Objectives

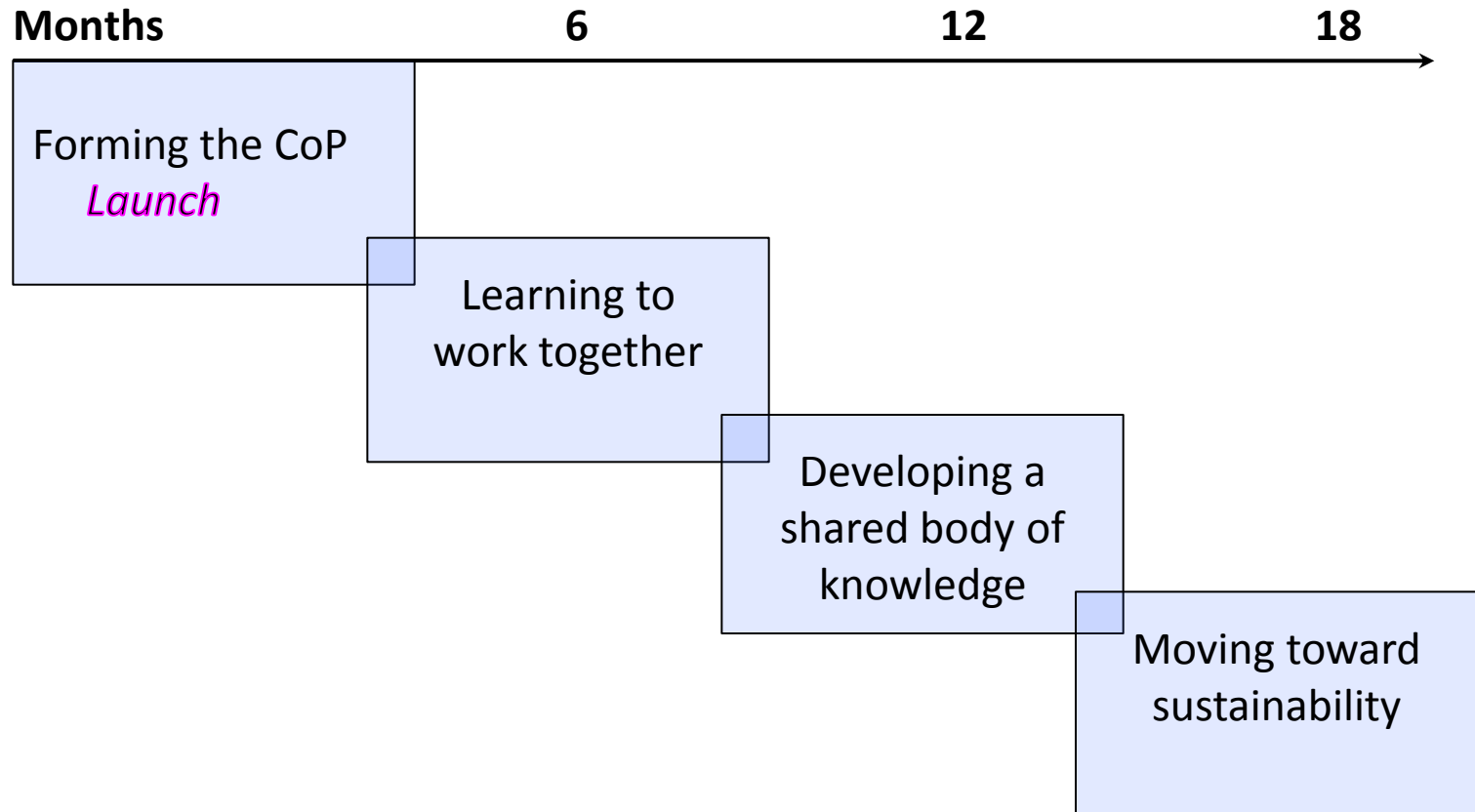**By the end of this module, you will be able to:**

1. Identify the main features and tasks of initiating a CoP
2. Determine the important aspects of the launch agenda, structure, and process
3. Discuss different methods a leader could use to support group decision making in identifying the purpose, focus and priorities of a CoP
4. Discuss how to build and maintain relevance for the focus

Learning Objectives

5. Identify leadership strategies for building relationships among members

6. Plan for administrative tasks:

   a) Identify a process to organize meeting times, methods of meeting and locations

   b) Discuss methods of documenting and distributing meeting summaries

Model of CoP Phases & Timing
(18 month timeframe of study)

Months   **6**   **12**   **18**

Forming the CoP
Launch

Learning to
work together

Developing a
shared body of
knowledge

Moving toward
sustainability

Organize for CoP- Develop a Working Group

- Discuss beginning ideas
- Form working group
- Expand - up, down, across
- Test out ideas
- Write up proposal
- Get organizational 'buy in' including:
  - Time to organize and facilitate
  - Research and clerical support
  - Funds for meetings and technology
- Get participant 'buy in' by collecting their initial ideas prior to launch through interview or survey
- Resource: see Step 1 in Canadian Community Health Nursing Standards Toolkit

Discussion question

1. *What do you feel are the important considerations in bringing together a working group?*

Organize for Launch

- Determine:
  - Who to invite:
    - different organizations, departments, teams
    - staff, managers, combination
    - one discipline, variety of disciplines
  - How to invite them - personally or through official means
  - When, where and how to meet
  - Who will do what and when they will do it
  - Draft and circulate agenda, materials, evaluation
  - What materials participants will receive before launch and during launch
  - Ways to encourage fun, sharing ideas, team building

Conduct Launch

- Greet people as they arrive, link them to others
- Assign them to tables (max. 8)
- Facilitator at each table to report on results
- Expect to follow agenda, but allow some flexibility
- Ensure that topics/issues are considered from perspective of all members
- Expect to determine one to three topics by end of launch
- Begin identifying interests, skills, abilities of members/organizations
- Be a cheer leader with positive comments: what is being learned, how they are contributing, benefits of working together

Discussion question

2. *What would be important aspects to include in the launch for you and your organization?*

Methods of Determining a Topic

• Types of methods
- Anonymous surveys
- Brainstorming

• Benefits and limitations of each method in different situations

Example of Using Survey and Key Informant Interviews: *(Barwick, 2008)*

- Overview of example - big, distributed, across organizational and provincial boundaries

- Method and type of information collected - survey, key informant interviews

- The role of the organizers/facilitators during the process

Example of Brain Storming and Consensus Building

- Overview of example

  - small (8-16), co-located, across organizational boundaries, within community

- Phases of categorizing the data

- The role of the organizers/facilitators during the process

3. Choose to focus on one, two, or all of examples A, B, and C. Details for each are explained on following slides:

A. Survey and Key Informant example:
B. Brainstorming and Building Consensus example:
C. Both approaches:

3A) *Survey and Key Informant example:*

A. What 3 topics would you select?

B. Which of the 4 strategic intents described by Barwick (2008) fits best with your idea of a community of practice?

- helping communities

- best practice communities

- knowledge sharing communities

- innovation communities

C. Identify the contribution the key informants made to the development of the Model

3B) Brainstorming and building consensus example:

A. *How relevant would these topics be to you/your team/organization and other potential health partners in the community?*

B. *What was useful about considering each item in the categorization in terms of different members of the CoP - eg. public health, home health?*

A. Which of the two approaches, survey and brainstorming, would work best in your situation?

   - What skills would you need to facilitate each approach?

   - Are there other ways you have used to determine a topic or specific focus?

B. How important would it be to have some preliminary topics identified at the end of the launch? What would make that easier or more difficult?

Build and Maintain Relevance

- Importance of determining relevance
- Evaluating relevance:
  - Informal
  - Formal
- Relevance of topic and process to CCHN Standards

Discussion question

4. Consider how you might monitor and evaluate relevance including the relevance to the CCHN Standards.

Build and Maintain Relationships

- The importance of making people feel they belong

- What the literature says

- What you can do

Discussion question

5. What do you feel a leader could do to foster a sense of belonging?

Plan for Administrative Tasks

- Determining how and when to meet:
  - Regular meetings: face-to-face, teleconference, computer conferencing
  - Frequency: q2weeks, monthly, q2months
  - Length of meeting: 1 hour to 2 hours
  - Consider half or full day workshop ~q6 months

- Documenting and distributing meeting summaries

6. *What regular meeting or workshop type (face-to-face, teleconference, videoconference, computer conferencing) and timing would work in your situation?*
7. *How would you document and distribute meeting summaries?*

Completing your Preparation

- If possible, discuss the questions with others at work

- Complete your responses and submit them as determined by your group

- Review what others have submitted

- Write down any questions that you want to post (or discuss)