

# Community Conversation Planning Form

When your team or group is ready to hold a community conversation about employment opportunities for youth with disabilities, you can use this form, along with the booklet titled: **Launching Inclusive Efforts through Community Conversations, to get started.**

**Step 1:** List 2-3 Ideas for the main focus of your conversation. (What aspects of this topic would the group like to explore to expand opportunities for students?)

**Examples:** Strengthening the School-Business Partnership, Increasing Awareness of Student Employment Goals, Ways the Community can Support Students to become Productive Citizens

- 1)
- 2)
- 3)

**Step 2:** Develop 3-4 draft questions around that topic that you could give community conversation attendees to answer.

**Example:** How can we engage more individuals with disabilities in civic activities?

- 1)
- 2)
- 3)
- 4)

**Step 3:** Make a list of the people who will plan the event.

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**Step 4:** List 2-3 ideas for the location:

- 1)
- 2)
- 3)

**Step 5:** Choose a month and 2-3 prospective dates:

- 1)
- 2)
- 3)

**Step 6:** Think about the planning timeline:

| <b>Task</b>                           | <b>Person Responsible</b> | <b>Target Date</b> |
|---------------------------------------|---------------------------|--------------------|
| 1st planning meeting                  |                           |                    |
| Location secured/Date confirmed       |                           |                    |
| Draft invitation and agenda           |                           |                    |
| 2nd planning meeting                  |                           |                    |
| Invitations finalized and out         |                           |                    |
| Questions finalized                   |                           |                    |
| Logistics and agenda finalized        |                           |                    |
| Community Conversation                |                           |                    |
| Post-conversation tasks and follow-up |                           |                    |

**Step 7:** Consider ways to get students/individuals with disabilities/family members/employers involved.

