

## Community Coalition Action Theory (CCAT) Study Group Process

Step:

2a

Title:

Engage the Study Group

Who:



What:



**Overview:** For this step, the co-facilitators will begin to engage the CCAT study group members. Process-wise, everyone will work both independently and as a group. For example, in advance of sessions, each member will read the assigned sections of the book chapter and complete the study guide questions on their own. Then, all members will come together to reflect as a group on the assignment.

### A. Compose an Orientation Email

The co-facilitators will want to compose an email that orients all of the study group participants to the process and lets them know how to access materials. A starting point for study group members should be to direct them to watch two videos: Video #1: CCAT Introduction and Video #2: Orientation for Study Group Members. These videos referencethe following files that they will need to download/print.

#### 1. Book Chapter

The study group members will need to make sure they have a downloaded/printed a copy of the book chapter from Butterfoss & Kegler (2002).

Full Citation:

Butterfoss, F. D., & Kegler, M. C. (2002). Toward a comprehensive understanding of community coalitions: Moving from practice to theory. In R. J. DiClemente, R. A. Crosby, & M. C. Kegler (Eds.), *Emerging theories in health promotion practice and research: Strategies for improving public health* (pp. 157-193). San Francisco: Jossey-Bass.

#### 2. Optional Handouts

An optional handout includes a summary table of constructs and a visual of the model.

#### 3. Readings

The study group participants will need to make sure they have downloaded/printed the Reading Plan, which includes the reading assignments for each session. The Reading Plan also distinguishes what work is to be completed independently and what is completed as a group. You will notice in the Reading Plan, it is suggested that the study group meet three times during June, however, these dates are flexible based on the availability of your group.

## 4. Study Guide Reflection Table

The study group members will need to download/print the Study Guide Reflection Template. Each study group participant will need to complete the study questions that correspond with each assignment prior to participating in the study group session. Note: each member will need to turn in their completed study guides after reviewing the whole book chapter. You will want to work with them to ensure that happens.

## B. Send the Email Correspondence

Before sending the orientation email, double check that you have allocated sufficient time for members to access all of the materials and begin studying the book chapter prior to the initial meeting. Review the email to ensure the tone is positive about engaging the material and has a reminder about the meeting date and time.

## C. Hold the Study Group Meetings

Prior to holding a study group session, you will want to have completed the following:

- Tested all of the technology and equipment needed for hosting a virtual meeting, including familiarizing yourself with the host control features.
- Read the assigned sections and answered the study guide questions.
- Reviewed the questions for the study group that are included for the co-facilitators on the Reading Plan.
- Coordinated with the co-facilitator about how you plan to manage the session, especially with dominant and/or reluctant participants.

During the study group, remember that you will be playing the dual role of facilitating and participating in the discussion. As a facilitator, you will be monitoring to ensure that members are engaging and contributing. You will want to make sure someone is capturing the key points of discussion for the meeting summary deliverables. At the end of the session, remind members about the next assignment and meeting date. Later, be sure to follow-up after the meeting with an email reminder.

## D. Complete the Study Group Meeting Summary

After each session, complete the Meeting Summary Form. It asks about attendance, accomplishments, what worked well, and what could be improved. These are intended as self-reflections and an opportunity to learn throughout the process. If the group has questions, feel free to reach out for support.



At the end of the study group process, all of the study guide template reflections will need to be compiled and emailed as a set, along with the summary meeting template.