



ENGAGEMENT PLANNING

WORKSHEET

How to use this worksheet:

This worksheet will assist you in thinking about your process for engaging patient and community partners in your work. Below are some key questions with prompts to guide and direct you before beginning your engagement process. You may reference the **Spectrum of Public Participation** to determine the level and methods of engagement most appropriate for the work you are doing on page 3.

0	What is your main goal for engaging patients or community members in your research project?
- - - -	
2	What level of engagement are you planning to use? *see page 2 for more information
	Inform Consult Involve Collaborate Empower What strategies will you use to ensure that your project is equitable and
- - -	inclusive?
- - -	





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4	(A) What skill sets do you or your team currently have?
	(B) What training and/or preparation does your team need?
	(C) What resources do you need?
5	A) How will you recruit patients and community members for your research team?
_	(B) How will you support patients and community members so they can contribute fully to discussions and decisions?
_	C) How will you check-in with your patient partners and community team members?

Learn more about how to engage patients and communities in research by watching the Centre's Community Engagement Series webinar entitled "Equitably Engaging Patient and Community Partners in Our Research: Where Do I Begin?"





LEVEL OF ENGAGEMENT

This tool is an adaptation of the **Spectrum of Public Participation** and designed to assist in the selection of the level of engagement to use in a research project.

Inform

To provide with information

- Email newsletters
- Send press releases with progress

Consult

To obtain feedback

- Ask for input on initiative strategies
- Invite to small group or individual presentations

Involve

To work with to develop alternatives

 Schedule regular meetings where stakeholders members can advise in progress

Collaborate

To partner in each aspect of decision-making

- Invite to join team activities
- Appoint to a leadership role on the team

Empower

To decide

 Invite to join the advisory committee with decision- making power