

# CONVERSATION CAFE FOR WOMEN'S HEALTH PLANNING SUMMARY

## RECRUITMENT

- ✓ Use toolkit with existing group or establish new group
- ✓ Understand target participants
- ✓ Produce recruitment/promotional material - share on social media, in print, via partner organisations
- ✓ Secure funding for promotional costs

## PURPOSE AND BOUNDARIES

- ✓ Know your purpose - what is the why?
- ✓ Create a group agreement with the Conversation Café participants
- ✓ Display the agreement clearly during Cafés

## CONVERSATIONS

- ✓ Check-in with participants
- ✓ Utilise conversation prompts and resources to provoke discussion
- ✓ Invite guests to provide some information
- ✓ Recap and show learning
- ✓ Agree with group the way forward or further areas to explore

## VENUE

- ✓ Decide on in-person or online format
- ✓ Ensure accessibility of venue
- ✓ Consider public transport links
- ✓ Set up a comfortable environment
- ✓ Secure funding for venue and refreshments

## FACILITATOR

- ✓ Create a welcoming and non-judgemental space
- ✓ Guide the discussion but let the conversation be led by participants
- ✓ Share common experiences with Café participants
- ✓ Uphold group agreement and manage difficult conversations

## POST SESSION

- ✓ Signpost participants to useful resources for further information
- ✓ Facilitator debrief
- ✓ Conduct evaluation work