



Final Discussion Guide

Objective	<p>This guide will help you, the support person, lead the final conversation with a new [redacted]. Use your knowledge and experience to help answer participants questions and to gauge their understanding of the topics covered in the course. The following is a suggested approach with sample conversation questions.</p> <p>This session takes approximately 30 minutes.</p>
Preparation	<p>Do the following before the session starts:</p> <ul style="list-style-type: none"> • Complete all three training courses. • Review the learning objectives for each course. • Review the answer keys for each course, specifically the scenarios. • [redacted] should be reminded to bring their completed workbooks to this session (four in total).
Ask	<p>Ask the [redacted] about their experience completing the training.</p> <ul style="list-style-type: none"> • Discuss their experience and clarify, as needed. • Encourage them to share by asking about specific parts of the training courses.
Ask	<p>Ask the [redacted] what general questions they have about the topics covered in the training.</p> <ul style="list-style-type: none"> • This is a precursor to reviewing the scenarios and discussing the [redacted] answers to the questions.
Discuss Scenario #1	<p>Ask [redacted] to explain their understanding of the first scenario. You can use the following questions and the answer key, as needed. The answer key is available at the location noted in the Answer Keys section of this document.</p> <ul style="list-style-type: none"> • What happened in this situation? • How would you respond? • What follow-up activities would you recommend in this instance? • What questions did you have about this scenario?
Discuss Scenario #2	<p>Ask [redacted] to explain their understanding of scenario #2. You can use the questions from scenario #1 and the answer key, as needed.</p>
Discuss Scenario #3	<p>Ask [redacted] to explain their understanding of scenario #3.</p>
Discuss Scenario #4	<p>Ask [redacted] to explain their understanding of scenario #4.</p> <ul style="list-style-type: none"> • Ask how their recommended response/follow-up might change if instead of [redacted], Matt had told his [redacted] that he was [redacted].
Ask	<p>Ask the [redacted] if they have other questions or any aspects of [redacted] that they would like to review.</p>
Wrap-Up	<p>Inform the [redacted] that the session is complete.</p> <p>Let them know that they can come back to you if they have further questions or concerns.</p>

Meeting Discussion Guide Example

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Bailey**



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