

Topic Groups

INSTRUCTIONS: The following section contains materials for recruiting, organizing, and facilitating meetings with Topic group participants in the SEED Method. Stakeholders are selected for participation in the Topic groups by the Research Team using the *Stakeholder Identification Matrices* (see **Community Research Team Templates** part of the Toolkit) based on their personal or professional experience with the health topic. Topic groups are the most involved group of stakeholders, and members are engaged through a series of meetings throughout the course of the project. Topic group participants will be involved in all Topic group meetings and will talk at length about their experience with the health condition. Each Topic group will develop a conceptual model diagramming the factors that influence the health outcomes based on their own experience, and will create research questions that are important to them. Each Topic group will bring their own unique perspective of the health topic to the table, and both their conceptual models and research questions will reflect this.

MATERIALS: You'll find the following Topic Group materials included in this section of the Toolkit:

Templates

- Meeting Materials:
 - Stakeholder participant overview
 - List of agenda items
 - Topic group full schedule template
 - Topic group meeting agenda template
- Topic Group Facilitated Activities:
 - Topic Group Facilitation Scripts
 - Facilitated activity objectives
 - Facilitated Activity Script – Conceptual Model Training
 - Facilitated Activity #1 Script – Building Conceptual Models
 - Brainstorming factors worksheet
 - Domain worksheet
 - Facilitated Activity #2 Script – Creating Research Questions
 - Conceptual models – unique and similar factors worksheet
 - Writing research questions document
 - Facilitated Activity #3 Script – Prioritizing Research Questions
 - Facilitated Activity powerpoints

Examples (PDF)

- Topic group recruitment flyers
- Topic group meeting schedule example
- Topic group example meeting agendas and materials, including:
 - Kickoff presentation example
 - Facilitation questions for discussing focus group and key informant interview findings