



# Student Well-Being Engagement Kit

*Well-Being in Our Schools, Strength in Our Society*

## *Note Taker's Guide and Next Steps*

Depending on the structure of your engagement session, you may want to consider having note takers at tables or around the room to capture the content of discussions. Whether these discussions involve the entire room, groups at tables or some other format, note takers will allow you to keep a record of what was said to inform your online submission.

- Make sure note takers are introduced (either at their table or more broadly) so that attendees are aware that people will be taking notes to capture the ideas and input they have in response to the questions.
- Take notes that accurately reflect the discussion, but aren't necessarily verbatim. If examples are given to illustrate points, capturing them may be helpful.
- Encourage/support one person talking at a time to ensure an adequate chance of capturing the discussion.
- Take notes in the electronic template provided – save frequently!
- Don't attribute comments to specific individuals. In fact, assure participants that their thoughts will not be attributed to them by name.

### **Follow Up and Next Steps for Facilitators**

For the purpose of this engagement session, we have a few suggestions and requests:

- Consider the feedback you collected via the note takers, and consolidate key themes, unique/innovative ideas, points of interest, etc.
- Share your consolidation with your participants.