



**Final Discussion Guide**

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

# Meeting Discussion Guide Example

**Victor M. Corman**



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