

## Tips on how to facilitate an introductory meeting with District Health Management Teams

If you are thinking of beginning an action research project with your District Health Management Team (DHMT) making a good impression at your first meeting and communicating clearly are crucial. Based on our experience here are some hints and tips which will ensure that your meeting goes as smoothly as possible.

- Prepare well for meeting:
  - Think about what you want to say, the order, and how to say it
  - Allocate different parts of the presentation to various members of Research Team (ideally not more than three)
  - Find out about district (for example, their human resource problems, position in regional ranking etc.)
- Introduction:
  - Introduce members of the team
  - Explain how the district was selected
- Include the unique selling point of the action research project near the start of the meeting and the key advantages to the DHMT in being part of it. Use examples from the research that has already occurred in Ghana, Uganda and Tanzania. Focus on the human resource aspects of the project.
- Confirm that the project will not provide additional funds, but that other forms of technical support and encouragement will be given. Explain that one of the benefits of an action research approach is that it enables you to test mechanisms for improving your practice which fit within existing processes and budget ceilings.
- Conclusion:
  - Ask most senior member of staff from the DHMT to sum up
  - Hand over the Summary of our comparative analysis of Uganda, Ghana and Tanzania (which can be found at: <http://performconsortium.com/media/1034/comparative-analysis-brief.pdf>)
  - Agree next steps in the process
  - Ask how the DHMT would like you to communicate in the future
  - Agree on one person from the DHMT and one from the Research Team who will act as the main points of contact in the future