

Implementing engagement

Describe how you will implement your strategy based on best practices.

Area	Description	Strategy	Strategy Details
Communication	Communicating clearly and consistently can help all members of the team to work better together	<ul style="list-style-type: none"><input type="checkbox"/> Assigned staff to communicate with people with lived experience<input type="checkbox"/> Shared information about your organization<input type="checkbox"/> Shared information about the project<input type="checkbox"/> Discussed preferred methods for contact and communication	Enter any details here
Roles and responsibilities	Being transparent about the expectations can help prevent misinterpretation and improve the collaboration experience	<ul style="list-style-type: none"><input type="checkbox"/> Reviewed goals of the partnership<input type="checkbox"/> Reviewed time commitment and expectations<input type="checkbox"/> Discussed activities to engage in during the project<input type="checkbox"/> Reviewed how project contributions will be acknowledged<input type="checkbox"/> Reviewed how the partnership will end	Enter any details here
Capability	Having conversations about training and support helps to tailor the approach according to the individual needs of people with lived experience	<ul style="list-style-type: none"><input type="checkbox"/> Identified training and support needs<input type="checkbox"/> Provided training tailored to learning needs<input type="checkbox"/> Provided support for physical and emotional needs<input type="checkbox"/> Addressed barriers to engagement<input type="checkbox"/> Provided opportunities for mentorship and peer-to-peer support	Enter any details here

Area	Description	Strategy	Strategy Details
Relationships	Building relationships on trust, honesty, respect, transparency, and reciprocity can allow for fuller and more meaningful partnership	<ul style="list-style-type: none"><input type="checkbox"/> Discussed what mutual respect, safety, and trust should look and feel like in research setting<input type="checkbox"/> Scheduled time for informal activities and celebrations<input type="checkbox"/> Distributed materials ahead of meetings, including list of research team members and roles<input type="checkbox"/> Describe a process for communicating concerns and to whom they should be directed	Enter any details here
Financial compensation	Compensating people with lived experience fairly for their engagement helps to acknowledge their value and contributions and advances equity	<ul style="list-style-type: none"><input type="checkbox"/> Discussed needs and expectations for compensation<input type="checkbox"/> Discussed need for expense reimbursements and eligibility<input type="checkbox"/> Set up method and timing for compensation	Enter any details here
Sustainability	Monitoring, checking in, and evaluating patient engagement can help the team retain partnerships and understand what went well or how the team can improve	<ul style="list-style-type: none"><input type="checkbox"/> Set up times for check-ins and feedback throughout the project<input type="checkbox"/> Scheduled time for evaluation<input type="checkbox"/> Provided opportunities for debriefing with people with lived experience	Enter any details here