## How to engage with a specific community

Step 1

Do you know where their meeting place is?

Step 2

Have you found a suitable time to meet?

Step 3

Do you know what you want to ask and find out?

Step 4

Have you understood each other's needs and requirements?

Step 5

Do they know what'll happen next?

Step 6

Do you feel confident to engage with communities?

Yes?

Start planning to meet up and speak with them.

Yes?

Get prepared for the meeting by finding out about their community and their etiquette. Yes?

Make sure you explain why you'd like to engage with them in a simple, easy-to-understand way.

Yes?

Explain how you'd like to work together – note down key points, share with them, and ask for their thoughts. Yes?

Share what you've gathered, agree on how you'll follow up, and allow for any changes or afterthoughts that might arise.

Yes?

Reflect on your meeting, sharing successes and improvements with your team. Keep asking questions to reflect and learn for the future.

Not sure?

Use Google search to find the community group, or ask your local authority.

Not sure?

Ask them to give you a date that's suitable to them. Make it easy for them – be flexible and meet in an appropriate place. Not sure?

Identify what you want to achieve by meeting up and have a clear ask. Highlight the benefits it could have on their community. Not sure?

Create a safe space, so everyone can share their views. Be open and honest, and listen carefully. Respectfully ask questions if you need anything clarifying.

Not sure?

Make sure they're clear on next steps, check they're happy with the plan going forward, and communicate with them as you progress.

Not sure?

Ask the community you've engaged with for feedback to see what went well and what you could improve.

