

# Facilitator Tips: Supporting Readiness Conversations



## Purpose:

To help groups talk honestly about whether this work feels doable *right now*, and to use that conversation to choose a starting point that makes sense.

This conversation is not about deciding if people care enough or are “ready enough.” It’s about understanding what people actually have the time, energy, and support to do.

## Before the Conversation

### Set the Tone Clearly

Start by saying something like:

*“This conversation is about understanding what feels doable right now and what doesn’t. It’s not about judging effort or commitment.”*

You can also say:

- People may have different experiences depending on their role.
- There are no right or wrong answers.
- This is a check-in, not a test.
- Readiness can shift over time.

## During the Guidance Questions Discussion

### Use Clear, Everyday Language

Use simple prompts like:

- “What parts of this work feel manageable right now?”
- “What feels hard to take on at the moment?”
- “Where are people already doing things that fit with HOPE?”
- “What would feel like too much right now?”

### Name Limits Without Blame

Remind the group:

- People can believe in this work and still feel overwhelmed
- Saying “we don’t have the capacity” is useful information
- Limits help us decide where to start, not whether to start

Pay attention to comments or nonverbal cues that signal fatigue, stress, hesitation, and excitement. These are all signals about readiness.





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## During the Snapshot Discussion

Use the Snapshot to guide a **simple, concrete conversation**.

*“We’ve talked about a lot of details. The Snapshot helps us step back and look at the big picture — where things feel easier and where they feel harder.”*

Reassure people:

- The Snapshot is about patterns, not exact scores
- Different answers are expected

## Use These Questions to Talk Through the Snapshot

- Where do things feel easiest right now?
- Where do things feel hardest or most stretched?
- What small change could make this feel a little easier?
- Does this suggest we should start with something small or take this in steps?
- How should this help us decide what to work on first and what goal to set?

## Facilitation Tips

- Start with what feels easier before talking about what feels hard.
- Don’t rush to fix problems; noticing is enough for now.
- If people answer differently, ask: *“What do you think makes it feel easier or harder from your role?”*

## After the Conversation

### Reflect in Simple Terms

Summarize what you heard using plain language:

- What feels doable
- What feels hard
- What feels realistic to start with

Avoid labels like “barriers” or “failures.” Stick to what people actually said.

### Use This to Decide Next Steps

Explain that this conversation helps:

- Pick a project that fits the current reality or hold off on choosing a project at this time.
- Set goals that feel possible.
- Avoid taking on too much too fast.

Not everything needs to change at once.

### Facilitator Reminders

- It is okay to start small.
- Slower does not mean less important.
- People’s honesty helps the work succeed.
- This work should not come at the cost of staff well-being.
- HOPE includes the people doing the work.