



# The following four steps will help you plan and host a Care Map Workshop in your community.



## STEP 1 — UNDERSTAND THE CARE MAPS PROGRAM

In the **Coordinator Guide**, review the Welcome Message on P. 1 and Expand Your Knowledge of Care Maps on P. 4 to understand the Care Map Program and to learn more about Care Maps. We strongly encourage you to review the entire Coordinator Guide before getting started, however, these two sections are of critical importance if you do not have time.



## STEP 2 — PLAN THE CARE MAP WORKSHOP

Determine whether you will run the workshop **In-person** or **Online**. The **Coordinator Guide** is conveniently organized based on how the workshop is being delivered.

Once you have determined In-person or Online, ask yourself the following questions:

- 1. **If you are running the Care Map Workshop in-person:** Where will you host the workshop? Will there be refreshments for participants? What technology do you need (e.g., projector, computer, etc.)?
- 2. **If you are running the Care Map Workshop online:** What computer program will you be using? Do you have to learn how to use it? Do you have the technology needed?

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### **STEP 3 — COMMUNITY OUTREACH**

Now it's time to spread the word about the Care Map Workshop. Send out emails, put up posters, and post the event in the local newspaper. You can put up posters in public places such as libraries and community centers, or work with local community organizations to help get the word out. Be creative, and don't be afraid to ask for help. Templates have been included in the Atlas CareMap Community Workshop Toolkit to help you with this.



#### **STEP 4 — PRESENTATION TIME**

Review the **PowerPoint Presentation** multiple times before the workshop so that you are confident and ready to present. The Coordinator Guide offers tips on presenting and engaging participants — refer to P. 6 to help you prepare for an in-person workshop and P. 13 to help you prepare for an online workshop.