

## Listening Session Guidelines

### Purpose:

There are three broad purposes to these listening sessions:

1. Identify what challenges and opportunities families and community members face in promoting science, technology, engineering and math (STEM) awareness, STEM careers and STEM educational pathways.
2. Use this feedback to better shape your event to meet community needs.
3. Preview the upcoming event and generate increased enthusiasm and community support for the STEM + Families event you will be rolling out.

### Suggested Agenda:

1. Welcome all the community members and attendees.
2. Share that your local PTA was awarded a 2017 STEM + Families Science grant from National PTA, sponsored by Bayer.
3. Provide a brief overview of the purpose of this meeting: to identify community needs and develop a STEM + Families event that will best meet those needs.
4. Explain what STEM is (Science, Technology, Engineering and Math) and share that there are currently more STEM careers available than interested and qualified candidates with STEM training.
5. Use a facilitator to guide attendees through some of the following questions (you may choose to break the large group into smaller groups depending on the number of attendees)
  - a. What do you know about what your school is already doing around STEM?
  - b. What STEM opportunities exist for students and families in your community?

**spark. inspire. engage.**

- c. What are the words you most frequently hear from your children and students when talking about science, technology, engineering and math projects?
  - d. What do your children and students know about STEM careers?
  - e. What do your children and students know about STEM classes or pathways at their school?
  - f. What questions do you have about STEM careers or STEM classes?
  - g. What would you most like to see at a STEM + Families event?
  - h. What do you think would help get the most people out to a STEM + Families event?
  - i. Would you be willing to share information about the upcoming event with two or three of your friends?
6. The facilitator should ask open-ended questions, make sure to get at least one suggestion from every participant, value ALL responses and write down the group's ideas to share with the team lead.
  7. Share time, place and logistical details around the scheduled event.
  8. Thank everyone for attending and share that you would welcome any additional feedback or suggestions through email or phone calls (provide email or phone).

**spark. inspire. engage.**

