



The below information are example conversation starters or meeting structures that could be used to facilitate small group meetings as part of the Health Research Alliance Peer Circles Program. Use of the below talking points/meeting agenda is NOT mandatory – these are optional resources for use at each group’s discretion.

Discussion Starters for the First Peer Circle Meeting

1. Brief introductions (name, position, organization)
2. Background information about group members’ position/organization (e.g., primary job focus, any supervisory responsibility, size of team/organization, organization focus/mission)
3. What are you hoping to get out of participating in the Peer Circles program?
4. What topics would you like to discuss in subsequent Peer Circle meetings?
5. Is there anything you would not be comfortable discussing in subsequent Peer Circle meetings? If so, on what topics should the group avoid focusing?

Sample Peer Circle Meeting Agenda

1. Recap of previous meeting (5 min)
2. Have each group member give a brief update on what they are working on/how they are doing (10 min)
3. Open the floor for anyone to bring up any personal or professional issues they would like to discuss or receive feedback/advice on (10-20 min)
4. Discuss topic of interest (20-30 min)
5. Wrap up and schedule next group meeting (Last 5 min)
 - a. Date/time for next group meeting
 - b. Identify meeting lead (if rotating leadership responsibilities amongst group members)
 - c. Define meeting topic