

Tips for a Meeting on Selecting and Designing Interventions

Note—the underlined forms below are available as Tools on the OPQ website.

- Have a goals and agenda for the meeting
- Make sure key stakeholders are present
- Present the performance data
 - Show the Performance Specification Forms that need to be filled out
 - Review the list of gaps and strengths, prioritized in importance and likelihood of closure
- Conduct a gap-by-gap analysis
 - Brainstorm for possible interventions
 - Analyze interventions on the list
 - Select best interventions to close the gaps or to expand the strengths using agreed-upon selection criteria
- Design each selected intervention using the Intervention Design Plan Format in small groups depending on the number of meeting participants
 - For each intervention, describe activities/steps, indicators, responsible and timeline
- Ask small groups to share their work and discuss
- Assure a participant from each group records the performance specification form and the intervention design plan format, in order to develop an implementation action plan
- Summarize conversation and agree on next steps by completing the detailed Implementation Action Plan