

## Community Leader Conversation Training

### The initial contact:

- Call the leader to be visited and set up an appointment.
- Explain that you are a member of \_\_\_\_\_ Lutheran Church. Our congregation is in the process of a self-study. A part of this process is to visit with community leaders as we learn more about the neighborhood and community around us, its needs and its assets
- Look at the website of the organization/business/agency – do some research – do your homework
- Tell them you would like to meet with them for 30-45 minutes.

### The visit:

- Introduce yourself and ask the person to tell you something about them and their role in the business/agency.
- Ask the questions on the handout, but don't be too rigid. Ask if it is OK if you take some notes, if you wish to do so.
- Ask open ended questions
- Listen well and let your next questions flow from what you are hearing.
- This should be a natural conversation as much as an information gathering session.
- One of the goals is to develop a positive relationship with the leader with whom you are meeting.
- If you are given the name of someone else to contact, don't forget to get their contact info.
- Thank the person for their time before you leave.

### Follow-up:

- Summarize the information you gathered from the visit in written form to share with the team later.
- Send a thank you note or email to the leader with whom you visited.

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