



**The
Intersection
of Harm
Reduction,
Prevention,
and Recovery:
Learning
Community**

TOOLKIT

Disclaimer

This document was prepared by the Peer Recovery Center of Excellence, Great Lakes Prevention Technology Transfer Center (PTTC), and PTTC Network Coordinating Office under a cooperative agreement from the Substance Abuse and Mental Health Services Administration (SAMHSA). All material appearing in this document, except that taken directly from copyrighted sources, is in the public domain and may be reproduced or copied without permission from SAMHSA or the authors. Citation of the source is appreciated. Do not reproduce or distribute this presentation for a fee without specific, written authorization from the Peer Recovery Center of Excellence. At the time this document was created, Miriam Delphin-Rittmon was serving as the SAMHSA assistant secretary. The opinions expressed herein are the views of the authors and do not reflect the official position of SAMHSA or of the Department of Health and Human Services (DHHS). No official support or endorsement of SAMHSA or of the DHHS for the opinions described in this document is intended or should be inferred.

This work is supported by the following cooperative agreement from the Substance Abuse and Mental Health Services Administration: the Peer Recovery Center of Excellence, 1H79TI083022; Great Lakes PTTC, 1H79SP081002-01; and PTTC Network Coordinating Office, 5H79SP081006-03.

October 2021

Table of Contents

Introduction	4
Facilitator Agendas	5
Learning Lab Session #1	5
Learning Lab Session #2	7
Learning Lab Session #3	9
Learning Lab Session #4	11
Participant Application Questions	13
Screening Applications	13
Sample Timeline	14
Email Templates	15
Email to Webinar Participants about How to Apply	15
Email for Applicants Not Accepted Into the Learning Lab	16
Reminder Email for Participants - Send 1 or 2 Weeks Prior	17
Reminder Email for Participants - Day Before Each Session	17
Reminder Email for Participants - Morning of Each Session	18
PowerPoint Slides	18

Introduction

The Learning Lab sessions are designed to be held after participants have taken part in or watched the recording of the webinar, The Intersection of Harm Reduction, Prevention, and Recovery. The four Learning Lab sessions are each an hour and a half in length. Individuals interested in participating must first complete an application. (Suggested application questions are included in this tool kit.)

The goals of the Learning Lab sessions are to create a safe space in which to engage in authentic dialogue, and to generate ideas for action that participants can implement between and following the sessions.

Tips for Facilitating Learning Labs

The following tips from the Center for Positive Organizations at the University of Michigan and the Rhode Island Department of Education may be useful for facilitators of Learning Lab sessions:



TIP #1

Remember, our role is not to be the “expert” in the group, who instructs participants or answers their questions; we are there to nurture a rich discussion and exchange of ideas among the participants.



TIP #2

Allow conversation to flow organically. Start with the scheduled topic, but be open to following the energy and interest of the group throughout the conversation. Curiosity and exploration may take the group to new places!

For more information about facilitating Learning Lab sessions (also known as “communities of practice”), please review the following documents:

- [Community of Practice Facilitation Guide](#)
Center for Positive Organizations
- [Becoming a Successful Community of Practice Facilitator](#) (pages 5 to 13)
Rhode Island Department of Education

Facilitator Agendas

Learning Lab Session #1

Time	Topic	Technology
5 min.	<p>Welcome</p> <p>Overview of the Structure and Purpose of Learning Labs</p> <ul style="list-style-type: none"> • Include comments regarding the need to break down silos. • Include a focus of infusing hope into the work we do in prevention, recovery, and harm reduction. <p>Review of Agenda for Today's Session</p>	PowerPoint (PPT) slides
5 min.	<p>Group Guidelines</p> <p>Lead a discussion about how you will create a safe space for all during your time together. Provide the list of guidelines as a starting point for the group. Ask what they would like to change in or add to the list. (Write down any changes or additions, and add those to the PPT slides listing the guidelines for sessions 2, 3, and 4.)</p>	PPT slide
5 min.	<p>Brief Review of the Topics Covered in the Webinar</p>	PPT slides
3 min.	<p>Prepare to Move Into Breakout Rooms for a Pair Share</p> <p>Ask the participants to take out a piece of paper and a pen or pencil. Ask them to silently write their thoughts about where an intersection exists between harm reduction, prevention, and recovery on the topic of wellness.</p> <p>Divide the participants into pairs. Share the following instructions to guide the participants during their pair share:</p> <ul style="list-style-type: none"> • Introduce yourself (i.e., name, organization, and location). • Explore with your partner where an intersection exists between harm reduction, prevention, and recovery on the topic of wellness. 	<p>PPT slide</p> <p>Note: Post the breakout room instructions in the chat <i>before</i> the participants are moved into breakout rooms.</p>
15 min.	<p>Breakout Rooms – Pair Share</p> <p>Three minutes before the end of the breakout session, broadcast the following message to the participants: “Three minutes remaining!”</p>	Breakout rooms
5 min.	<p>Main Room Report Out</p> <p>Once all the participants are back in the main room, ask them to post in the chat one example they discussed during their pair share of an intersection point between harm reduction, prevention, and recovery.</p> <p>As the participants are posting in the chat, read a few answers aloud. If time allows, ask a few participants to expand on what they posted.</p>	Chat
5 min.	<p>Break</p>	

5 min.	<p>Prepare to Move Into Breakout Rooms – “One Big Thing”</p> <p>Divide the participants into groups of six to eight people.</p> <p>Share the following instructions for participants to follow during their time in the breakout rooms:</p> <ul style="list-style-type: none"> • <i>Briefly</i> introduce yourself (i.e., name, organization, location) • Reflecting on the <i>Intersection of Harm Reduction, Prevention, and Recovery</i> webinar, share the following: <ul style="list-style-type: none"> ○ Any “aha!” moments you had ○ Your takeaways from the training ○ Any other reactions you had to the training • During the last eight minutes, do the following: <ul style="list-style-type: none"> ○ Come to a group consensus on up to four of the top takeaways you had from the training. ○ Then, come to a consensus on the single most important or crucial takeaway. ○ Select a spokesperson to share that one most important takeaway with the large group. <p>Ask if the participants have any questions before moving them into breakout rooms.</p>	<p>PPT slides</p> <p>Note: Post the breakout room instructions in the chat <i>before</i> the participants are moved into breakout rooms.</p>
25 min.	<p>Breakout Rooms</p> <p>Fifteen minutes before the end the breakout session, broadcast the following message to the participants: “You have fifteen minutes left in your breakout session.”</p> <p>Eight minutes before the end of the breakout session, broadcast the following message to the participants: “You should now begin developing the list of your top four takeaways.”</p> <p>Three minutes before the end of the breakout session, broadcast the following message to the participants: “Three minutes remaining!”</p>	Breakout rooms
10 min.	<p>Main Room Report Out</p> <p>Once everyone is back in the main room, ask the spokesperson for each breakout room to share their group’s one most important takeaway.</p> <p>Ask the following questions, as time allows:</p> <ul style="list-style-type: none"> • How did your group arrive at its most important takeaway? • Was it difficult to arrive at one takeaway, or was it apparent from the beginning? • Was there consensus? Dissent? What did that look like? 	
7 min.	<p>Pluses and Wishes</p> <ul style="list-style-type: none"> • What worked well for you during today’s session? (Post a plus sign [+] with what worked well in the chat.) • What wishes do you have about how things could have been done differently during today’s session? (Post a minus sign [-] with what could have been done differently in the chat.) <p>Closing</p> <ul style="list-style-type: none"> • Remind the participants about the date and time of the next Learning Lab session. 	PPT slides and chat

Learning Lab Session #2

Time	Topic	Technology
2 min.	Welcome Overview of Today's Agenda	PPT slides
3 min.	Review Group Guidelines Review the group guidelines established at the last session. Ask the participants if they would like to add or change anything to ensure a safe space for all during your time together.	PPT slide
10 min.	Brief review of Common Threads	PPT slides
15 min.	Silent Work in Preparation for Breakout Rooms Let participants know that before moving into the breakout rooms, they are going to do some silent preparation work. Their job in the breakout rooms will be to write a story about moving their community from operating in silos in prevention, harm reduction, and recovery, to collaborating to reduce risk factors/vulnerabilities and enhance protective factors/recovery capital across the continuum of care. Ask the participants to write down answers to the following questions, and give the participants time to reflect and write after you ask each question: <ul style="list-style-type: none"> • What are you wanting to move your community from (e.g., operating in silos or a lack of collaboration)? • What are you wanting to move your community toward (e.g., what will it look like in your community when harm reduction, prevention, and recovery converge)? • Who in your community will be affected by this shift? • Who will embrace this shift? Who will resist it? • What are the inherent tensions or challenges? • How will you build a culture in your community to support this shift toward collaboration? 	

5 min.	<p>Prepare to Move Into Breakout Rooms – “Once Upon a Time”</p> <p>Divide the participants into groups of four to five people.</p> <p>Share the following instructions for the participants to follow during their time in the breakout rooms:</p> <ul style="list-style-type: none"> • <i>Briefly</i> introduce yourself (i.e., name, organization, and location). • Select a spokesperson for your group. • As a group, your job is to write a story about moving your community from operating in silos in prevention, harm reduction, and recovery to collaborating to reduce risk factors and enhance protective factors across the continuum of care. <ul style="list-style-type: none"> ○ Using the information you wrote on your paper, work together to craft a story about what you would like to do, how the plan will work, why it is important, and what shift will happen. Pay attention to the <i>emotion</i> of the story, and make it compelling! ○ Your group can share your story with the large group in whatever way you choose. It could be a picture, a skit, a short story, or any other medium for conveying your story. ○ Remember: the whole point of a Learning Lab is collaboration, so use your collaboration skills during this exercise! ○ Make sure your spokesperson is ready to tell your group’s story. <p>Ask if the participants have any questions before moving them into breakout rooms. Let them know that, immediately after the break, they will be moved into their breakout rooms.</p>	PPT slide
5 min.	Break	
30 min.	<p>Breakout Rooms</p> <p>Twenty minutes before the end of the breakout session, broadcast the following message to the participants: “You have twenty minutes left in your breakout session.”</p> <p>Ten minutes before the end of the breakout session, broadcast the following message to the participants: “You have ten minutes left in your breakout session.”</p> <p>Five minutes before the end of the breakout session, broadcast the following message to the participants: “Five minutes remaining!”</p>	Breakout rooms
15 min.	<p>Main Room Report Out – “Story Time”</p> <p>Once everyone is back in the main room, ask the spokesperson for each room to share their group’s story.</p>	
5 min.	<p>Pluses and Wishes</p> <ul style="list-style-type: none"> • What worked well for you during today’s session? (Post a plus sign [+] with what worked well in the chat.) • What wishes do you have about how things could have been done differently during today’s session? (Post a minus sign [-] with what could have been done differently in the chat.) <p>Closing</p> <ul style="list-style-type: none"> • Remind the participants about the date and time of the next Learning Lab session. 	Chat

Learning Lab Session #3

Time	Topic	Technology
2 min.	<p>Welcome</p> <p>Overview of Today's Session</p>	PPT slides
3 min.	<p>Review Group Guidelines</p> <p>Review the group guidelines established at the last session. Ask the participants if they would like to add or change anything to ensure a safe space for all during your time together.</p>	PPT slides
5 min.	<p>Prepare to Move Into Breakout Rooms for Pair Share</p> <p>Ask the participants to pull out a piece of paper and a pen or pencil. Ask them to write down the fears or reservations they have about the collaboration between harm reduction, prevention, and recovery.</p> <p>Divide the participants into groups of two or three, and provide the following instructions:</p> <ul style="list-style-type: none"> • Share with your partner what fears or reservations you have about the collaboration between harm reduction, prevention, and recovery. • Discuss how you can overcome or address these fears or reservations. <p>Ask the participants if they have any questions before moving them into the breakout rooms.</p>	<p>Breakout rooms</p> <p>Note: Post the breakout room instructions in the chat <i>before</i> the participants are moved into the breakout rooms.</p>
15 min.	<p>Breakout Rooms – Pair Share</p> <p>Three minutes before the end of the breakout session, broadcast the following message to the participants: “Three minutes remaining!”</p> <p>When all the participants are back in the main room, let them know that you hope that their discussion in the breakout rooms helped to address the fears they have about working across silos.</p>	Breakout rooms
10 min.	<p>Review of Benefits of Collaboration</p>	PPT slides

5 min.	<p>Prepare to Move into Breakout Rooms</p> <p>Divide the participants groups of six to eight people, and give the following instructions:</p> <ul style="list-style-type: none"> • <i>Briefly</i> introduce yourself (i.e., name, organization, and location). • Identify a spokesperson for your group. • Brainstorm opportunities for collaboration that would include individuals from the areas of recovery, prevention, and harm reduction. • During the last eight minutes, do the following: <ul style="list-style-type: none"> ○ Come to a group consensus on up to four of the top collaboration actions that could help those in the areas of prevention, recovery, and harm reduction to work together. ○ Then, come to a consensus on the single most important or crucial collaboration action. ○ Make sure your spokesperson is ready to share that one most important action with the large group. • Take a five-minute break halfway through the breakout session. <p>Ask if the participants have any questions before moving them into the breakout rooms.</p>	<p>PPT slide</p> <p>Note: Post the breakout room instructions in the chat <i>before</i> the participants are moved into the breakout rooms.</p>
35 min.	<p>Breakout Rooms</p> <p>Twenty minutes before the end of the breakout session, broadcast the following message to the participants: “You have twenty minutes left in your breakout session.”</p> <p>Ten minutes before the end of the breakout session, broadcast the following message to the participants: “You have ten minutes left in your breakout session.”</p> <p>Five minutes before the end of the breakout session, broadcast the following message to the participants: “Five minutes remaining!”</p>	Breakout rooms
10 min.	<p>Main Room Report Out</p> <p>Once everyone is back in the main room, ask the spokesperson for each room to share the most important collaboration action identified by the group.</p> <p>As time allows, ask these follow-up questions:</p> <ul style="list-style-type: none"> • Did you gain new insights by working on this task with your group? • Do you see collaboration any differently now? 	
5 min.	<p>Pluses and Wishes</p> <ul style="list-style-type: none"> • What worked well for you during today’s session? (Post a plus sign [+] with what worked well in the chat.) • What wishes do you have about how things could have been done differently during today’s session? (Post a minus sign [-] with what could have been done differently in the chat.) <p>Closing</p> <ul style="list-style-type: none"> • Remind the participants about the date and time of the next Learning Lab session. 	

Learning Lab Session #4

The following preparation work should be done by the facilitator before the session:

- Prepare to create a word cloud during the large-group discussion by doing the following:
 - Create a free account at www.mentimeter.com.
 - Watch this video for instructions: https://www.youtube.com/watch?v=GLRZ_FGDATY.
 - Create a slide in Mentimeter with the title, “What are the benefits of collaboration?”
 - Have the website address for the participants ready to post in the chat box during the session.

Time	Topic	Technology
5 min.	<p>Welcome</p> <p>Overview of Today’s Session</p>	PPT slides
5 min.	<p>Review Group Guidelines</p> <p>Review the group guidelines established at the last session. Ask the participants if they would like to add or change anything to ensure a safe space for all during your time together.</p>	PPT slide
5 min.	<p>Brief Review of Shared Goals to Address Social Determinants of Health</p>	PPT slides
5 min.	<p>Prepare to Move Into Breakout Rooms</p> <p>Ask the participants to pull out a piece of paper and a pen or pencil. Ask them to write down the ways they see equity issues affecting the people with whom they work.</p> <p>Divide the participants into groups of five or six people. Share the following instructions to guide the participants’ time in the breakout rooms:</p> <ul style="list-style-type: none"> • <i>Briefly</i> introduce yourself (i.e., name, organization, and location) • Select a spokesperson for your group. • Share how you see social determinants of health impacting the people with which you work. • Brainstorm possible collaboration strategies that could be used to help those in the prevention, recovery, and harm reduction fields address social determinants of health. • In the last seven minutes, come to a consensus on the top five strategies you have brainstormed. Then, identify the top strategy you want to share with the large group. • Take a five-minute break at some point during the breakout session. <p>Ask if the participants have any questions before moving them into the breakout rooms.</p>	<p>PPT slides</p> <p>Note: Post the breakout room instructions in the chat <i>before</i> the participants are moved into the breakout rooms.</p>

35 min.	<p>Breakout Rooms</p> <p>Fifteen minutes before the end of the breakout session, broadcast the following message to the participants: “You have fifteen minutes left in your breakout session.”</p> <p>Seven minutes before the end of the breakout session, broadcast the following message to the participants: “You have seven minutes left in your breakout session.”</p>	Breakout rooms
15 min.	<p>Main Room Report Out</p> <p>Once everyone is back in the main room, ask the spokesperson for each room to share their top strategy.</p>	
10 min.	<p>Large Group</p> <p>Review what the group has covered during the four sessions of the Learning Lab.</p> <p>Ask the participants to pull out a piece of paper and a pen or pencil. Once they have had time to do that, ask them to write down an answer to the following question:</p> <ul style="list-style-type: none"> • Reflecting on the discussions you participated in during the Learning Lab, what are the benefits of collaboration between prevention, recovery, and harm reduction? <p>Ask the participants to type “done” in the chat when they are finished writing. Next, ask them to circle the key words in what they wrote down that highlight the benefits of collaboration. These might be verbs or nouns.</p> <p>Post the link to your Mentimeter slide in the chat and ask the participants to enter up to three of the key words that they had circled. Share the word cloud so that the participants can watch as it is forming.</p> <p>Reflect on the words in the word cloud. Ask the participants if they notice any themes in the words in the word cloud.</p>	<p>Chat</p> <p>Note: Post the link to the Mentimeter word cloud page in the chat.</p>
10 min.	<p>Pluses and Wishes</p> <ul style="list-style-type: none"> • What worked well for you during today’s session? (Post a plus sign [+] with what worked well in the chat.) • What wishes do you have about how things could have been done differently during today’s session? (Post a minus sign [-] with what could have been done differently in the chat.) <p>Closing</p> <p>Ask the participants to complete the evaluation form.</p>	

Participant Application Questions

Use the following questions to create an application form for potential participants to complete.

1. Name
2. Organization
3. Email address
4. Phone number
5. Address (street address, city, state, zip code)
6. In which substance misuse field do you work?
 - a. Prevention
 - b. Treatment
 - c. Recovery
 - d. Harm reduction
 - e. I don't work in the substance misuse field
7. Why are you interested in participating in this Learning Lab?
8. Acceptance to the Learning Lab requires participation in all four sessions. Can you commit to actively participating in all four sessions? *Yes, No, Other (provide option to write in response)*
9. Participants in the Learning Lab must agree to be on camera and have a working microphone for all four sessions. Will you be able to be on camera and have a working microphone for all four sessions? *Yes, No, Other (provide option to write in response)*

Screening Applications

After you have received the completed applications, review the applications to ensure that the participants are within your specified geographic region (if applicable), that they are willing to commit to participating in all four sessions, that they are willing to commit to being on camera and to having a working microphone for all four sessions, and that their reason for participating is in line with the goals of the Learning Lab.

Sample Timeline

Two Months Prior to the Start of the Learning Lab Sessions

- Identify the facilitator and the technology point person for the Learning Lab sessions.
- Set dates and times for the Learning Lab sessions. It is recommended to hold them one week apart and in the morning.
- If needed, write contracts for the facilitator and/or technology point person.
- Create an application for participants using the questions suggested in this tool kit, as appropriate.
- Create a marketing plan for the Learning Lab, including answers to the following questions:
 - To whom will you market the Learning Lab?
 - Through which mechanisms will you market it?
 - What is the maximum number of participants you will accept into the Learning Lab?
 - When will participant applications be due?
 - When will you start marketing the Learning Lab?

One Month Prior to the Start of the Learning Lab Sessions

- Select participants from the applications received.
- Notify the applicants who were selected to participate.
- Notify the applicants who were not selected to participate.
- Finalize the facilitator agenda.

Two Weeks Prior to the Start of the Learning Lab Sessions

- Hold a technology check-in session to walk through the role of the technology point person and to discuss what technology will be used during the sessions.

One to Two Weeks Prior to the Start of the Learning Lab Sessions

- Send an email to the participants containing information about how to log in to the sessions.

One Day Prior to Each Session

- Send a reminder email to the participants.

Morning of Each Session

- Send a reminder email to the participants.

Email Templates

Email to Webinar Participants about How to Apply

Thank you for attending the *Intersection of Prevention, Recovery, and Harm Reduction* webinar series. The engagement from all of you truly enriched the experience. As a reminder, **if you are interested in continuing your learning and engagement on this topic, join us for our Learning Lab!**

Participating in the virtual, four-session Learning Lab is an opportunity to expand on the information delivered during the webinar series. The Learning Lab will be a facilitated opportunity for connection and collaboration between recovery, harm reduction, and prevention practitioners.

The learning objectives include

- identifying shared goals and strategies between the fields of harm reduction, recovery, and prevention;
- developing ways of working together that support ongoing collaboration; and
- applying information learned to real-life scenarios.

To apply to be a part of the Learning Labs, click here: [\[insert link\]](#). The application deadline is [\[insert deadline\]](#). Space is limited to [\[insert number\]](#) participants, so apply soon!

Applicants will be contacted no later than [\[insert date\]](#) regarding whether they have been accepted into the Learning Lab.

Email for Applicants Accepted Into the Learning Lab

Congratulations! Your application to the *Intersection of Harm Reduction, Prevention, and Recovery Learning Lab* has been accepted. We had more than [insert number] applications and could only accept [insert number]. So, if for any reason you can no longer commit to participating in all four sessions, please let us know by [insert date] at the latest so that we can let another person take your spot.

A few reminders: The Learning Lab sessions will be held on [insert dates] at [insert time] via Zoom. You will need to be on camera and have a working microphone for all sessions.

The following is the login information for the first session:

[Insert login information]

Again, congratulations on being accepted into the Learning Lab!

Email for Applicants Not Accepted Into the Learning Lab

We received a large number of applications for the *Intersection of Harm Reduction, Prevention, and Recovery Learning Lab*. Consequently, we were not able to accept all who applied, and you were not selected to participate. We greatly appreciate your interest in this Learning Lab and hope to be able to offer this opportunity again in the future.

Reminder Email for Participants

Send 1 or 2 Weeks Prior

We look forward to seeing you on [insert date] at [insert time] for our first session of the *Intersection of Harm Reduction, Prevention, and Recovery Learning Lab*.

We are excited that you will be joining us in this opportunity for connection and collaboration between harm reduction, recovery, and prevention practitioners.

The following is the login information for this session:

[Insert login information]

If you have any questions, please let me know.

Reminder Email for Participants

Day Before Each Session

This is a reminder that our Learning Lab session is **tomorrow**, [insert date], at [insert time]. We look forward to your participation.

The following is the login information for this session:

[Insert login information]

If you have any questions, please let me know.

Reminder Email for Participants

Morning of Each Session

This is a reminder that our Learning Lab session is **today** at [insert time]. We look forward to your participation.

The following is the login information for this session:

[Insert login information]

If you have any questions, please let me know.

PowerPoint Slides

Included in this tool kit are PowerPoint slides that can be used during each Learning Lab session. The slides are unbranded so that you can merge them into your organization's template.

To download the PowerPoint slides, please go to:

<https://peerrecoverynow.org/documents/Learning.Lab.Toolkit.ppt.template.pptx>