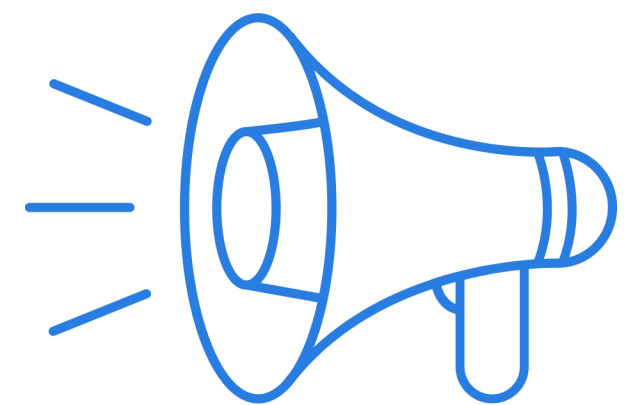Top Tips to help with

Working with a Sounding Board

For people coming to the sounding board with a policy idea

Whether you are meeting the sounding board online, face to face or in a hybrid meeting these tips are designed to help you get the most of your time with the sounding board.

Be clear about what you want from the meeting, and tell us what you want

1. Expect the sounding board members to be passionate.

2. Understand that we want to make a difference - bring tasks and specific questions to us that we can follow through on.

3. Be prepared to be challenged – it is not personal, the board want to make the NHS better for everyone.

4. Expect the sounding board members to share personal and sometimes painful stories. It is hard to separate personal experience as this is what the 'sharp end' of policy and strategy decisions looks and feels like.

5. Tell facilitators what you expect from them – do you want them to stand back or do you want them to lead? This is your chance to work with the sounding board and we will support you to work in small groups, whole group or however you want to work.

There should be enough information for people to have an informed conversation with you

6. Make sure papers or pre-reading are sent to members in plenty of time for them to read and consider the implications for themselves and to seek others' views if appropriate.

7. Pre-reading should offer a summary of the issue and what you want from your interaction with the sounding board.

8. Include additional reading for anyone who wants to look more deeply into the issue.

Value us, our stories, our knowledge, experience and our time

9. Assume no knowledge of the specific matter you are bringing to the sounding board.

10. Project your voice, annunciate clearly, keep your lips visible and think about the pace of your speech.

11. Avoid use of acronyms and don't have too many words on slides.

12. Come back to us and tell us how we have made a difference – either in person or by writing a short article about what has changed because you came to the sounding board.

Created by members of the NHSE
Older People's Sounding Board 2022-2023

NDTi
National Development Team for Inclusion