

Engagement Planning Tool

Name of individual(s) leading the engagement	
Name of service(s) involved	
Identifying the issue <i>Top tip: Consider this from the perspective of patients or the public as well as your own</i>	
Purpose of the engagement	
Identifying key stakeholders	
Finding key stakeholders	
Planning for engagement <i>Top tip: A bank of easy to use resources is available to help you think about the best way to engage with patients and the public</i>	

<p>Support</p> <p><i>Top tip: You can contact the PEPI team for support and information</i></p>	
<p>Evaluation</p>	
<p>Decision making</p> <p><i>Top tip: Being open about how decisions are made builds trust with patients and helps people to see how their contribution fits into the bigger picture</i></p>	
<p>Feedback</p> <p><i>Top tip: Consider people who were directly involved and people who may be impacted by the outcome</i></p>	

This tool is adapted from Planning with People Guidance, full guidance is available [here](#).

1. If you would like support from the Patient Engagement and Public Involvement Team, please [contact us](#).