**Interviewee name:**

Resilience Dialogues | Needs Assessment Interview Form

**Date of Interview:**

**Location of Interview: (this may be by phone)**

**Issue of concern:**

**Organization or affiliation:**

**Professional role/title:**

**Contact Information:**

*Brief description of interest, skills, reputation, involvement, knowledge, strengths etc.:*

Introduction script: To prepare for the meeting/workshop I’d like to take advantage of your familiarity with the [*insert your general description of situation that you believe this person is in a position to help improve.]* Your responses are confidential. The purpose of collecting this information is to help the planning team enhance materials and activities. It will not be attributed to you in the training and your role as one of the people providing input will not be revealed. This should take ~20 minutes. Do you have any questions before we begin?

1. **Describe the situation that needs to be improved, as you see it.** Prompt if needed: What are the issues that contribute to this situation? *Answers will provide insights into all aspects of the progress triangle: relationships, process, and substance.*

1. **Who do you consider to be the essential decision makers in this situation?** Prompt if needed: What do you know about each decision maker’s values (what they care about), concerns, and fears (aspects that might be barriers to improving the situation)? *Answers provide insights on relationship aspect of progress triangle.*

1. **Do you think decision-making about this situation can be shared?**Prompt if needed: Can you think of any jurisdictional, legal or organizational aspects of the situation that affect the degree to which collaborative decisions can be developed and implemented? *Answers provide insights on relationship and process aspects of progress triangle.*

1. **What past policies or actions have been used to deal with this situation?**

Prompt if needed: Are there effective actions or policies that could be used to facilitate action? Are there past failures that are important to understanding the situation? *Answers will provide insights into all aspects of the progress triangle: relationships, process, and substance.*

1. **What information or data is needed to improve this situation?** Prompt: Are there key information needs or gaps that should be addressed as part of the process? Are there guidelines or standard operating procedures that determine acceptable solutions? *Answers provide insights on substance aspects of progress triangle.*
2. **Is there something other than, or in addition to, information or data required to improve this situation?** *Answers will provide insights into all aspects of the progress triangle: relationships, process, and substance.*

1. **Is there anything else you would like to add that you think will be important as we prepare for this event?** *Answers will provide insights into all aspects of the progress triangle: relationships, process, and substance.*

Complete resources for the Resilience Dialogues Project of the National Estuarine Research Reserve System are available from <https://www.wellsreserve.org/project/the-resilience-dialogue>