

# PAG Tip Sheet



<b>Promote</b>	<ul style="list-style-type: none"><li>Announcement about PAG included in new client packet</li><li>Provide coupons or vouchers from local businesses</li><li>Make available donated clothes for job readiness</li><li>Provide food</li><li>Hold a raffle for all who attend and participate</li><li>Host a speaker</li><li>Advertise with fliers</li><li>Ask for client participation</li><li>Consider hosting at a Clubhouse</li><li>Announce at groups</li><li>Identify topics for discussion ahead of time</li></ul>
<b>Format</b>	<ul style="list-style-type: none"><li>Use open ended questions</li><li>Rotate topics-on a quarterly basis</li><li>Format like a Focus Group</li><li>Allow participants to write comments or questions</li></ul>
<b>Leadership</b>	<ul style="list-style-type: none"><li>Have Program Management attend</li><li>Ensure there is a dynamic leader</li></ul>
<b>Follow Up</b>	<ul style="list-style-type: none"><li>Post PAG feedback in a common area of the program</li><li>Publish the changes made as a result of the PAG within the program</li></ul>