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| 1. **NAME** of the resource / tool
 | Goal SettingCommunications and Community Outreach Goals – English and Spanish - WordStrategies and Goals Visual Plan – English and Spanish - PPt |
| 1. **WHAT** is the purpose of the resource / tool?
 | Outreach Tool for community members when doing outreach at community events and at their partnership meetings |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Chrysta Wilson for Broadway-Manchester |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | These tools were developed to support presentation of outreach and engagement goals for bilingual (English and Spanish) audiences. These documents are visual and should be presented by members that helped to develop the goals. |
| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | These documents are especially useful as they condense a large amount of planning information into short, community presentation friendly slides. |