Summary Report Outline

*This is an example of an outline for a report summarizing a 45- to 60-minute Listening Session. Depending on the length of the session, the report may have fewer sections.*

1. Overview (ie, date the session was held, number of attendees, results of the initial large group discussion about what is going well, and general themes)
2. Positives

Participants were asked, “What are the best parts of your job?”

Ex. Of the 15 responses, 9 mentioned…

1. Negatives

Participants were asked “What gets in the way of the best parts of your job?” or “What are the worst parts of your day?”

Ex. Of the 15 responses, 12 mentioned…

1. Potential solutions
2. Opportunities (prioritized wish list)
3. Priority items by category and next steps
4. Session evaluation results

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*Source: AMA. Practice transformation series: Listening campaign: engage physicians to uncover and address sources of burnout. 2022.*