

Tri County PD Summit Roundtables

Facilitator Responsibilities

Orchard Farm, Warrenton, Winfield, Wright City

October 28, 2013

Below is a guide for your role in facilitating the roundtable discussions as well as your responsibilities. Things to bring to the day:

- Copies of the contact information...enough for all your participants plus a few extras.
- Copies of the agenda...enough for all your participants plus a few extra.

Effective Roundtables:

- Keep the discussion moving using time limits
- Give plenty of time for discussion. If something goes long, steal the time from another section within reason. Please stay fairly close to the time limits.
- Although we will give the agenda out the week prior, ensure that the expectations of the participants are clear...including that they will complete the Takeaway Form while in this session and they will give a copy of that form to their principal the next day.
- At the end, don't let one person dominate. If one does begin to do that, say thank you and ask on another person.

Suggested welcome:

"Welcome, my name is _____ from _____. The goal for today is to facilitate a meaningful group discussion and share out best practice that is both engaging and helpful to you. In order to do that, we have a strict schedule with plenty of share time as well as some individual reflection time.

We need your help by:

- Being fully present,
- Maintaining confidentiality,
- Ask questions as they come up,
- Turn off cell phones,
- Respect other opinions
- Don't interrupt; let others finish speaking before you begin.

In fine, we need you to remember:

- This is a group, so please talk to everyone in the group, not just me
- Please keep your comments brief and to the point
- Everyone is welcome to share so please feel free to ask or share whatever you think will be helpful

In a minute, but not yet, I will go over the agenda so as you can see what is expected of you today, and what you will need to produce for your principal tomorrow. Also, we have a list of all the groups participants contact information on a sheet prepared prior to this meeting. If you

are not on that list, you can email the group after the fact and request being added to the list. At this time, I need a volunteer to serve as a scribe.”

You can alter off of that as you see fit.

You can see the agenda items and it is self-explanatory. What you will want to do is arrange the room as quickly as possible so that everyone can see everyone else. Circle, semi-circle, etc.

Also, we will send you a list of your participants prior to October 28th. Please print off enough sheets for your group and a few extra. Bring those to the meeting to hand out at the end of the meeting. Same for the agenda.

Remember, you are facilitating the session, not leading it to a result you wish to see. Your role is both logistical and relational.

On the logistical end, you are making sure they know what is to happen and to keep them on track time wise.

On the relational side, your job is to help create a humiliation free environment supportive of all presenters and participants. Some of your participants may hold very strong and differing viewpoints on how to approach a topic or issue. It is your job to model respect, model listening, model staying present, and respectfully handling conflict. If conflict occurs, try to stay connected with both or all parties, treating them with equal respect and maintaining ease and a sense of ‘lightness.’ It may be useful to encourage people to question to understand, not to judge. If you sense a group is getting out of hand, you may want to ask certain individuals to hold their comments / questions unless they build on the topic being explored. Even calling on another who you trust to not be emotionally charged can be a good idea. “John, I wonder if you have a perspective on this that could shed new light?”

That being said, the counselors, librarians, and a few other interesting groups may be more flexible in their share out 15 minutes, which is fine. We still want them to fill out a Takeaway Form and share it with their principal.

In fine, enjoy this and have fun. If you do that, you have greased the wheel for the participants. Thank you,

Tri-County PD Summit Committee.