

DESIGNING OUR FUTURE

Facilitator Script

The Role of a Facilitator. It is your responsibility to record the work of the people who have come to participate in the listening sessions. It is not your role to contribute ideas, or even to improve upon the ideas of those participating. If you wish to contribute ideas, and we hope you do, attend a meeting that you are not facilitating.

Following registration, there will be two parts to each listening session.

1. A large group meeting that welcomes people and explains the process.
2. The small group meetings, one of which you will facilitate.

Arrive 45 minutes previous to the start of the meeting.

Report to the registration table to get your materials and your assignment. You may be assigned to a separate room or the area where you facilitate may be part of a big meeting room.

It will not be possible to have an exact count previous to the meeting, so the facilitators will have to be flexible.

Set up the area that has been assigned to you.

- Arrange 10 chairs so that they are in a semi-circle facing the area where you will record the ideas.
- On each chair place a fine-point marker and a supply of “post-it” notes.
- Tape to the wall a sheet of flipchart paper with the agenda for the meeting you will be facilitating.

AGENDA
• Introductions
• Treasures?
• Children & Grandchildren need?
• What can be done now?
• Return to big group

- Tape to the wall one sheet of flipchart paper. Write the following question at the top of the page:

What do you treasure about where you live?

What do you treasure about where you live?
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- Tape to the wall three (3) sheets of flipchart paper (on top of each other). Write the following question at the top of the first sheet.

What would your children & grandchildren need to stay here and live successfully in the future?

What would your children & grandchildren need to stay here and live successfully in the future?

- Tape to the wall five (5) sheets of flipchart paper (on top of each other). Write the following question at the top of the first sheet.

What can we do now to make Henderson County even better for the next generations?

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When you have completed the set-up, your wall should look like this.

AGENDA

- Introductions
- Treasures?
- Children & Grandchildren need?
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- Return to big group

What do you treasure about where you live?

What would your children & grandchildren need to stay here and live successfully in the future?

[this will be the top page of three pages]

What can we do now to make Henderson County even better for the next generations?

[this will be the top page of five pages]

Leave the agenda page showing, but fold the other pages up so you do not reveal what is on them until it is time to talk about them.

After you set up your room (or space) return to the registration area so that you can help greet people as they arrive.

People will be assigned to the separate sessions at the end of the large group meeting by asking them to count off. You will lead those assigned to you to your room (or space).

After people settle into their chairs (you may need to direct them to the chairs you have arranged), begin the meeting.

First, present the agenda. Briefly explain what each of the bulleted points mean. You might say something like:

“In a moment I am going to ask each of you to introduce yourself.
Then you are going to indicate what are Henderson County’s treasures.
Next, you are going to say what you believe your children and grandchildren will need to stay here and live successfully in the future,

Then, after learning what you believe can be done now to make Henderson County even better for the next generations,
We will return to the large group and get a quick summary of what each of the groups said about the future.”

Second, give people a chance to introduce themselves to each other.

Introduce yourself, and then say something like:

“Please say where you live or work, how long you have lived in Henderson County, and maybe something brief about yourself.”

Now facilitate the group through the first substantive part of the agenda.

1. Ask people to write as many responses as they can think of in response to the question, **What do you treasure about where you live?** Tell them to put each treasure on a separate “Post-It” note.
2. After a few minutes, turn to the first person and ask them for one of their treasures. Read it to the group (or have them read it to the group). Ask if anyone has a similar item. Cluster related items together on the sheet of flipchart paper.
3. After you have posted all of their items, ask the group what “label” you should use for each of the clusters. Label all the items.

Now facilitate the group through the second substantive part of the agenda. It will be your responsibility to get the participants to “brainstorm” what they think their children and grandchildren would need to stay and live successfully in Henderson County.

1. Point to the question on the sheet, read it, and ask them to take a few moments and think about it.
2. After about 30 seconds, ask what they thought about.
3. Record their responses.
 - Write what they say.
 - Alternate colors.
 - Write quickly.

Give everyone an opportunity to contribute. After you have recorded all the ideas that are volunteered, ask whether anyone who might not have spoken up has anything to say.

Now facilitate the group through the third substantive part of the agenda. You might say something like,

“Now that we have heard what people believe are our treasures – and what should be done to enable our children and grandchildren to live here – we want you to think about, **What can we do now to make Henderson County even better for the next generations?**”

“We are going to follow four steps to enable us to talk about the future.”

1. You are going to have time to work silently and independently to write down responses to the question. I will not collect your paper. It is for you to use to gather your ideas.
2. In order to give everyone an opportunity to be heard, I will call on you one at a time for one idea at a time and record what you say on the sheets of flipchart paper.
3. After we get out all of your ideas, we will then go back and make certain each of the ideas are clear to you.
4. You will vote on which of the ideas you like the most.

1. Silent Generation of Ideas in Writing

“Lets get started. Remember, the first step is that you have three minutes to work silently and independently to write down responses to the question written here.”

Pass out a sheet with the question at the top of the to each of the participants at this time.

What can we do now to make Henderson County even better for the next generations?

2. Round Robin Recording

After about three minutes:

“I’m going to go around the group and collect one idea at a time from each of you. I’ll go around the group until I get all of your ideas.”

[If the group is large – more than 10 – you can say, “I’ll go around the group twice.”]

“Listen to what others in the group say, so that you don’t repeat an idea. I do not need to write down an idea more than once.”

“It is my intent to write down exactly what you say. If I don’t get it down exactly how you meant it, please correct me.”

“You may pass at any given time. You do not have to contribute an item.”

Write down exactly what they say. Resist the temptation to say, “What you really mean is…” and then provide your own idea. It is very important that the group together creates the list.

Leave a margin on the left side of the page, about the width of your hand.

Number each item in consecutive order.

Alternate the colors of each item. This will make them easier to read.

Speed is the most important factor in getting down the items. Don’t worry about your spelling. Get the items down quickly.

3. Clarification

After all of the items have been recorded, begin the clarification of the items. Read each item and then ask:

“Is the meaning of the item clear?”

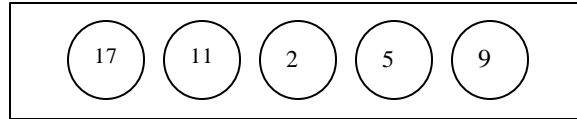
Do not allow the group to argue about the items. The purpose of this stage is to clarify items. Remind people that they should only respond if the idea is not clear to them. They do not need to say, “That’s my idea, and what I meant by it is…”

4. Voting

After all of the items have been clarified, conduct the voting.

“Now you will have an opportunity to indicate which of these items are most important to you. I will give each of you five dots. I’d like you to look at the list and choose the five ideas that are most important to you. Then write the number of each of those five ideas in the center of each dot.” (That’s one item number in each dot.)

It is useful to illustrate what you mean. Draw an example:



Let a couple of minutes pass. Watch the group to be certain they are all done.

“Okay, now that everyone has had a chance to choose their five most important items, please get up and place the dots next to the numbers on the newsprint. I’ll be happy to assist where possible.” (Keep in mind the elderly or those with disabilities.)

Summarize what you see.

“All to the ideas that you’ve generated today will be saved and are important to the process. Voting is just a way to see which ideas the group likes the best.”

“In a few minutes we will reconvene in the large group so that we can hear and see what ideas other groups came up with. Which ideas do we want to put onto a separate sheet to report back to the others what we thought were the most important ideas?”

Prepare a separate sheet with the most important ideas. Label it “SUMMARY.”

Give the group directions to the wrap-up meeting.

You will read your group’s summary at the wrap-up meeting.

Just Before or After the Wrap-Up Meeting:

Mark each of your sheets in which you recorded the group’s work. Include the location of the meeting, the date, your name, and the page number.

Example: **Reserve, Sept. 10, Moore, 1 / 4**

[i.e., page one of four pages]

Fold sheets in half twice

Pack up supplies. Make sure you’ve collected all markers, pads of paper, pencils, etc. Put them back in the bag. Pick up and rearrange the area where you worked, so that it looks like you found it originally.

Return your sheets and supplies to the registration desk.