

Guidelines for Facilitators

November 2017

* Introductions
* Agree ground rules (refer to handout)
* Put people at ease and explain what is expected of them.
* Ensure that people feel safe and free in contributing their thoughts feelings and suggestions.
* Clarify the objective of the session
* Maintain objectivity
* Encourage conversation and stay focused. Encourage participation and if necessary make use of short buzz groups
* Acknowledge the size of the group (10 participants) and the difficulties that can emerge in a large group in facilitating conversation. If you need clarification ask a member of the TK group.
* To-day we are working with some constraints, there is a structure, a task and a process, but be flexible and sensitive to the mood of the group

Time keeping

* Be mindful of the time: in the morning there is a very short break for comment between speakers that will capture a question for the panel discussion. Facilitators at each table will bring one question/ comment to TK organisers (A page will be provided for the morning and afternoon session on which you can record these)
* In the afternoon the discussion is 35 mins and will focus on themes such as Food & Biodiversity,  Transport,  Energy,  Waste, Water, Education & Awareness Making, Local Economy, Personal & Community Transition,
* Please encourage participants at your table to doodle/ draw/ write with markers pens provided so that TK can capture the breath of ideas expressed for a final report and for input into the plan