

Instructions to Table Facilitators

The job of the table facilitator is to see that the following guidelines for dialogue and engagement are put into action:

- Welcome participants as they join your table, introduce yourself by name and have your neighbors introduce themselves.
- If you need information to enlighten your discussion, ask staff and they will come over to help the group out.

Explain the topic(s) of the table and present the FAQs prepared for each topics to get the discussion rolling.

- Explain the discussion etiquette:
 - Focus on what matters; keep participants focused on the table topics and on the key questions without disregarding new ideas:
 1. Encourage people to speak in positive terms rather than negative (if someone is focused on criticizing or complaining, try to re-direct the conversation by asking them to offer solutions about how they think their concerns could be addressed)
 2. Encourage people to share their vision and goals for the future pertaining to the subject matter of the table
 3. Encourage people to contribute to the conversation and feel free to speak their mind and heart
 - Remind people the workshop is not about who or what is right or wrong; its purpose is to gather ideas and people's thoughts about what they want for the future of Mission Canyon in relation to the table's topics.
 - Encourage people to be polite and listen when others are speaking
- Take notes summarizing each person's ideas and thoughts; make certain you understand their comments
- Look for recurring themes and connect ideas
- Remind people at your table to jot down key ideas, discoveries, and thought provoking questions as they emerge – doodling, sketching and writing on the maps provided is encouraged
- For those who cannot stay for the discussion, encourage participants to submit comments in writing
- Remain at the table when others leave and welcome new participants if people rotate
- Note key insights and ideas from each conversation so other participants have an opportunity view previously contributed ideas
- If possible, organize the comments and be prepared to provide a summary to the entire group at the end of the workshop