



Workshop Table Instructions for Facilitators

The SunPAC members designated for a table will need to determine which member will serve as the table facilitator and the table recorder. Tables with only one SunPAC member will receive facilitation help from County staff, and this member will need to serve as table recorder.

FACILITATOR'S ROLE

- o Welcome participants as they join your table, introduce yourself by name and have your neighbors introduce themselves
- o Explain the topic(s) of the table and present the focus questions prepared for each table's topics to get the discussion rolling. **Note distinction between urban and rural residential areas of Summerland.**
- o Explain the discussion etiquette:
 1. Encourage people to speak in positive terms rather than negative (if someone is focused on criticizing or complaining, try to redirect 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 openly
 4. Remind people the workshop is not about what is right or wrong; its purpose is to gather ideas and thoughts about the future of Summerland in relation to the table's topics
 5. Encourage people to be polite and listen when others are speaking

RECORD PARTICIPANT COMMENTS

Take notes summarizing each person's ideas and thoughts; make certain you understand their comments

- o Look for recurring themes and connect ideas
- o Remind people at your table to jot down key ideas, discoveries, and thought provoking questions as they emerge – sketching on the paper provided is encouraged
- o Remain at the table when others leave and welcome new participants as the discussions rotate
- o Using butcher paper or large post-it flip-charts, note key insights and ideas from each conversation so other participants have an opportunity view previously contributed ideas
- o If possible, organize the comments under the focus questions and be prepared to provide a summary to the entire group at the end of the day