

# Tualatin Tomorrow Partner Luncheon

## Facilitator Guidelines

Two Rounds – Focus Area group discussions.

### **Welcome to lightning-round facilitation!**

We will have two rounds of discussion, 20-minutes each. Your role is to manage the time, encourage discussion, and record comments.

### **Don't Panic!**

The participants are community leaders who are used to working collaboratively.

### **What's expected of facilitators?**

First, remain neutral. As a focus area lead you may feel compelled to join in the conversation. Don't. Your role is to remain objective, listen and record. This event is for the partners to interact to help achieve the actions. As a focus area lead, you will learn more about the partners and how you might better support their efforts. You will take notes of the discussion, and may record your own thoughts as well.

Second, be prepared. Review completed questionnaires and note barriers that have been identified, which will help find solutions. Also review the Actions parking lot, which will be assessed during the discussion to see if any partners want to work on them.

Third, watch the time. Each round is 20 minutes and you must keep the discussion on time and on track.

Fourth, balance the discussion. Ensure that all participants have an opportunity to speak. The discussions begins with every partner sharing a key achievement.

Fifth, ask for clarification. As you record comments, check to make sure you are accurately capturing the participant's comments.

Sixth, provide additional ways to continue the conversations. These table discussions can be a catalyst to collaborations and identifying resources for our partners. Encourage them to provide additional comments in the Partners Questionnaires. Comment forms will also be provided and partners may complete them at their convenience. Partners also can attend VIC meetings and will be provided discussion time.

### **What materials will you be provided?**

Prior to the luncheon you will have:

- Copies of completed questionnaires for your focus area
- Attendance list
- Several large copies of action parking lot items
- Comment cards
- Discussion group agenda with suggested discussion item times

**To summarize:**

- **Remain objective and neutral – don't be part of the conversation**
- **Be prepared**
- **Watch the time**
- **Balance participation**
- **Ask for clarification**
- **Provide additional ways for attendees to comment**
- **Don't panic – we've got your back!– several VIC members are there to provide assistance**