**Guidelines for Working Group Breakout Facilitators**

# Deliverables from Working Group Breakouts

Preparation of a brief summary presentation about the topic consisting of two (2) slides:

(1) Five or more key issues and related actions in response to the questions presented to your working group.

(2) For each of proposed action, the significant barriers to implementation including needed research.

The purpose of these deliverables is to develop content that informs future SCSC activities and research.

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# Facilitator’s Roles: AM Working Groups (45 minutes)

1. Start with **introductions** so that Working Group members know each other’s: Name, Affiliations/Credentials, and, perhaps a brief Icebreaker (optional)
2. Review **Discussion Guidelines** (see next page).
3. Identify a consensus Working Group Lead. Metropolitan and NWRI staff will serve as Working Group Recorders. **The Working Group Lead will take responsibility to organize and present their Working Group’s ideas and recommendations**. Please do not hesitate to step up.
4. **Pace a discussion focused on each participant’s time limited and uninterrupted, opportunity to present their key points, proposed activities, and related ideas and insights**. Time limited means, for instance, that if the working group has 15 people, giving each person three (3) minutes would use all 45 minutes available without allowing for anything else. Alternatively, a two (2) minute allotment would take 30 minutes, allow for clarifying questions and accurate recording. Do the math with a focus on allotting equal time for each contributor and reserving a few minutes for elements 1, 2, and 3 above.
5. During the discussion, **keep an eye out for the following issues** [and potential interventions]:
   1. One person dominating the discussion. [Decide on a signal that can be used to indicate to the speaker to wrap up their point so that others can talk (*i.e.* waving your hand at the speaker).]
   2. Members not participating. [Consider setting up a simple system so that everyone gets a chance to talk (*i.e.* go around the table, allow the speaker to popcorn to the next speaker, or use talking piece).
   3. Members being cutoff or spoken over. [Call out this behavior to the group in a polite way (i.e. “I know we’re all excited, just a reminder to not [insert negative behavior here]”).]
   4. Discussion goes off topic. [Gently remind the group about the topic and ask that they reorient the discussion back on track.]

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# Facilitator’s Roles: PM Working Group Breakout (45 minutes)

1. Quickly review Discussion Guidelines again (see next page). Ask the group how well these discussion guidelines worked in the AM session to see if any modifications need to be made.
2. Pace the consolidation and integration of Issues, Actions, and Barriers developed in the AM Session into two (2) compelling, summarized bullet point slides.
3. Keep an eye out and navigate through any small group discussion issues as described above.

Discussion Guidelines

To foster an inclusive discussion environment, it’s helpful to review the following discussion guidelines aloud with your breakout group at the beginning of each session. Remember, these are your group’s *Discussion Guidelines*, so feel free to collectively add/edit/clarify as you wish (the extra bullet at the bottom is intentional).

* **Step up, step back** - Everyone has different levels of comfortability when speaking in a group setting. If you are shy, push yourself to speak up more. If you are outgoing, monitor whether you have been talking too much. If you are talking too much, ask yourself how you can encourage broader participation.
* **Be comfortable with silences** - Silences can mean lots of different things, but oftentimes it is an opportunity for people to think and process. If you are going to break the silence, ask yourself whether it’s because you have an idea you would like to share or if it’s the silence is making you ancy.
* **Speak from your own experience, don’t assume or generalize** - Do not speak for others or assume their feelings. Furthermore, do not assume your experiences are generalizable.
* **Listen, don’t just wait for your turn to speak** - Don’t disrupt the flow of the discussion by not listening to the contributions of your fellow discussion members. Acknowledge and build off the ideas of the speaker before you.
* **Stay on topic** - It’s easy to get overly excited and get off topic. Remember why you’re here and make sure your contributions are relevant to that purpose.
* **It’s OK if it isn’t perfect** - Be patient with yourself (and others) if what you are saying isn’t perfectly articulated. Your ideas are more valuable than how they are presented.
* **Be respectful** - Respect is conveyed in a variety of ways, including adherence to these guidelines. Some additional tips for maintaining a respectful discussion: Don’t speak over others. Don’t cut people off. Don’t dominate the discussion. Only criticize the ideas, not the person. Put effort into how you phrase ideas that might negatively impact others.