

#HCSMCA SYMPOSIUM

FACILITATOR QUICK REFERENCE

STARTING YOUR SESSION

- Introductions with name only
- Restate the session topic
- Facilitator states what s/he hopes to get out of the session. Frame it in the form of a question to the group (1 minute)
- Pass a sign-up sheet to collect contact info of participants to stay connected

DISCOVERING SOLUTIONS (1 HR)

- Elect a note taker and timekeeper
- Manage the time!
- Step up and step back
- Ensure everyone has a chance to speak
- Watch for the monologues
- Push the group for clarity on reporting

ACTION PLAN/POSTCARD (45 MIN)

- Where did we start?
 - Describe the world of now.
- Where are we now?
 - What is it like in future? (set time frame)
- How did we get here?
 - What happened? What steps?
- Who led this effort?
 - What group/person/network led the charge?
- Capture in last 10 minutes
- This will be presented to large group

UNCONFERENCE PRINCIPLES

1. The people who show up are the right people.
2. Whatever happens is what was meant to be.
3. The ideas put forward are the right ideas
4. Law of two feet: Follow your interest

TOP 5 CHALLENGES

1. **Never ending introductions**
 - Introductions with name only
2. **The Monologue**
 - Remind people at the beginning of “step up and step back”
 - Don’t be shy about interrupting and asking “We have a few people who have not had a chance to share yet. Can we hear from them?”
3. **The Circular Argument**
 - Remind people of the goals of the session
 - Use the reporting process (report card) as a way to gain focus
 - Take the opportunity to revisit the principles
 - “When it’s over, it’s over”
 - Law of Two Feet
4. **The Conversation That Won’t End**
 - Remind people that there are more opportunities to keep talking during the break
 - Or they can start up their own session
 - Use the reporting process to push group to conclusion
5. **The Session is Too Big (or Too Small)**
 - Remind people “Whoever comes are the right people”
 - Small groups can be the most productive allowing for deep dives into a topic – it is not a sign that the topic is not important
 - Big groups offer a chance for a range of opinion
 - If the group is spilling out the door, suggest breaking into two sub-groups.