

Community Asset Mapping

Community Conversation & Leadership Roles

Arrival

- Personal welcome from committee members
- Meal/snacks with family
- Attendance sheets (each participant completes)
- Childcare arrangements (sign in; children go to childcare after eating)

Welcome

- Welcome from team
- Outline meeting purpose

Group Conversation

A group should not contain more than ten people and not less than four. If having more than one group make sure to have multiple rooms/spaces assigned beforehand.

Facilitator conversation guidelines with specific questions are used and each group follows the same outline of questions and timing. Questions may vary based on the intended participants (parents, residents, community service providers, business professionals, etc.). The group conversation takes place with a facilitator and note taker.

- Welcome to small group if split into small groups
- Introduce and review conversation guidelines
- Brainstorm about main goals:
 - What to do to about this issue?
 - What does it mean for families to be involved?
 - What community organizations and schools are you aware of or do you use?
 - What would it take to reach the goals?
- Closing (personal meaning)

If the multiple groups were formed for the group conversations, come back in a large group after the conversations are finished.

Closing

- As team leader express appreciation
- Mention highlights from the conversations
- Inform parents how the information will be used

After the Meeting

- Dessert
- Pickup children from childcare

Collect the notes taken during the conversation and hold a debriefing.

Community Conversation Leadership Roles

Convener

- Welcomes participants
- Describes goals of larger work
- Explains purpose community conversation and the importance of the role of community voices
- Assigns smaller groups
- Acknowledges shift to conversation
- Thanks everyone at the end of the meeting

Facilitator

- Follows guide for conversation
- Uses script to introduce topics/questions
- Encourages people to contribute in short responses
- Listens carefully
- Does not explain or defend any process or organization that a person might express dissatisfaction about
- Checks back with speakers to make sure what is being recorded by the note taker is correct
- Gently but firmly shifts from one conversation topic to the next
- Thanks people for their contributions

Note Taker

- Writes what people say on the newsprint (visible to all)
- Asks for clarification if necessary; does not re-word
- Uses a check mark or other symbol to indicate a repetition of a phrase; does not “translate” what people say to make it match a previously stated remark

Timekeeper

Uses flash cards to give facilitator incremental time alerts.