



Effective Community Collaboration Through Facilitation





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What is the cost
of not having the
conversation?



Starting With
Curiosity

NDSU

EXTENSION
LEADERSHIP AND CIVIC ENGAGEMENT

Purpose:

Why would you facilitate a community conversation?

What topics warrant a community conversation?





You decide to
host and/or
facilitate a
community
conversation...
now what?



Venue?



Participants?



Goals?



Facilitator tips:

1. Don't lose sight of your goals
2. Engage your EQ Skills - people are watching
3. Prepare for the worst, expect the best
4. HAVE FUN!



Curiosity First

We value open -ended questions that invite conversation, rather than rushing toward fixed conclusions

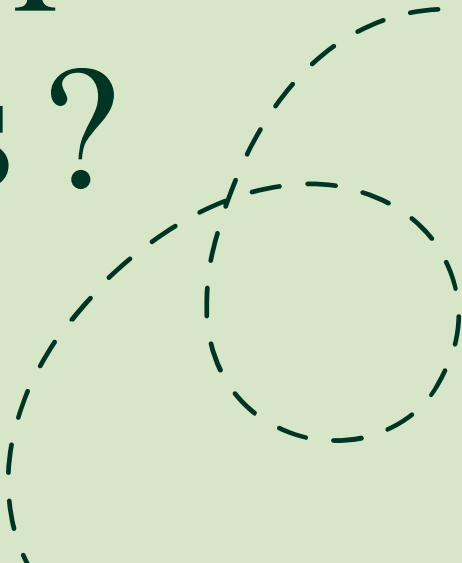




Start with
ground rules
and
expectations



Do you need an
icebreaker or
introductions?

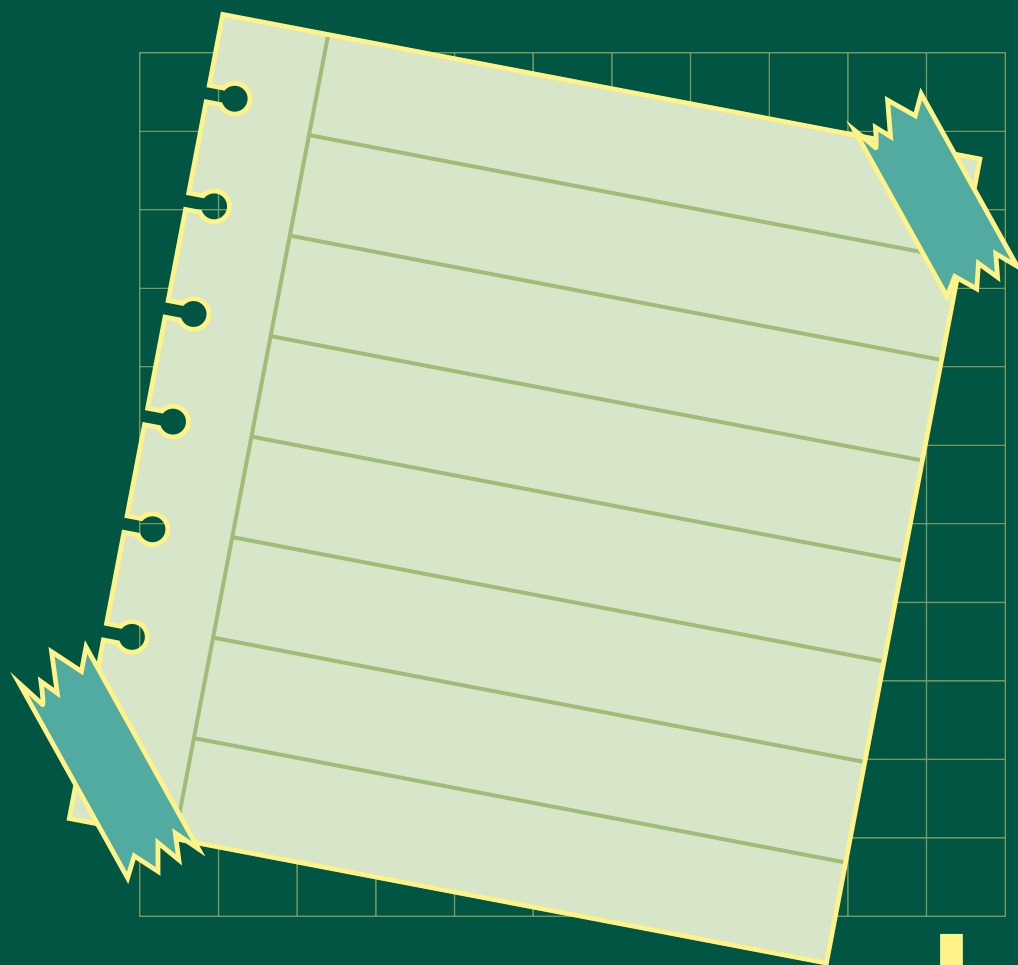


Provocative Questions Will Rule the Day



- What about this community makes it great?
- What does this community look like in 5 years?
- What are your fears with this project?
- What do you know to be true?





Let's Get to Work!



Thinking Together

CV2118 (July 2024)



Facilitating Groups: Nominal Group Technique

The nominal group technique is a widely used small-group process whose purpose is to produce a large number of ideas in a short period of time. The process encourages contributions from everyone by allowing for equal participation.

Supplies Needed

- Flipchart paper with sticky back for posting. (Large paper and tape will also work.)
- Work tables
- Paper for participants to write on
- Pens or pencils for participants

Steps for Nominal Group Technique

- Divide the group into small work groups of five to six members each. Each group will need someone to lead the discussion and record the ideas. Each group will need flipchart paper and markers.
- A question is posed to the group. Individually and silently, each member writes down his/her ideas. Allow for four to five minutes.



CV2117 (July 2024)



Facilitating Groups: Affinity Diagram

The affinity diagram is a tool for helping organize ideas, a complex issue or a situation. It is a process for groups as small as 5 and as large as 100.

Supplies Needed

- 3x3 sticky notes (one color) for participants
- 4x4 sticky notes (different color) for category/header names
- Pens for participants

Steps for Affinity Diagram

- Make introductions, and review the purpose of the meeting. State the question the participants are to generate ideas about. Write out the question/statement so everyone can see it.
- Ask participants to generate ideas on sticky notes, one idea per note. Encourage people to write concise ideas in one to three words. (This is important when they post the ideas on the wall.) Give them five to six minutes for this task.
- Invite participants to put their sticky notes on the wall, looking for similarities with others that are on the wall. It is OK to have "loners" during this process. Encourage participants to move sticky notes around until the best groupings emerge.



CV2120 (July 2024)



Facilitating Groups: Carousel Group Process

The carousel group process is used to generate a large number of ideas, alternatives or responses to a particular topic. This process is an active one where participants move around the space as they share ideas, responses or alternatives to a particular topic.

Supplies Needed

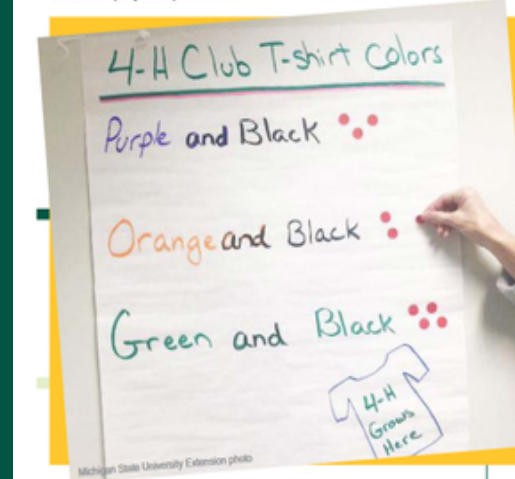
- Flipchart paper with sticky back or newsprint pages for posting
- Markers or pens
- Tape to hold papers on the wall (if needed)

Possible Topics or Questions for Carousel

Steps for Carousel Group Process

- Write a topic, statement or question to be explored on the top of separate flipchart or newsprint pages.
- Post the flipcharts or newsprint pages on the walls several feet apart. (Check to make sure flipchart paper or newsprint can be posted to the walls of the space you are in. If they can't be posted on the wall, consider using a tabletop or a window to post the paper.)
- Divide participants into groups (four or five people work best). Ask each group to stand next to one of the flipchart or newsprint papers. The group will stay together throughout the process.

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Facilitating Groups: Dot Voting

Dot voting is a process for recognizing preferences/priorities among a list of ideas or options.

Supplies Needed

- Various colors of sticker dots (two different colors are needed if you are using a yes or no voting process)
- Poster paper

Steps for Dot Voting

- Prior to the meeting, decide what color(s) of dots you will use. If you want a yes or no voting process to occur, use two different color dots (ex. red for no and green for yes). If you have one voting process, use any color you want. Have the correct number of dots ready to hand out. Sometimes you will need to cut the strip of dots to the exact number you want.
- Ask participants to place the dot(s) next to ideas or options they like best. Instruct participants that they can use all of their dots for one idea or option OR they can put one dot on different

What went well?

What would you change?

Did you deal with any troublemakers?

What is next?



“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed it's the only thing that ever has”
Margaret Mead



Thank You So Much

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