

## COMMUNITY Workshop GUIDELINES

### INVOLVING YOUR COMMUNITY:

To ensure the maximum participation possible, may we suggest the following:

1. One (1) month before the workshop:
  - a. Send out invitations by personal letter to community leaders or stakeholders important to this process. Include an RSVP.
  - b. Distribute fliers to classes / activities inviting existing participants to the workshop.
  - c. Distribute fliers to schools and/or organizations, as is appropriate inviting their participation.
  - d. Send out information to your City Council/Redevelopment Agency; Redevelopment Services; Community Services, and other staff members inviting their participation. (If appropriate)
  - e. Contact the local press to invite their participation at the workshop. (If appropriate)
2. Two (2) weeks before the workshop:
  - a. 2<sup>nd</sup> mailing of invitations by personal letter to community leaders or stakeholders important to this process. Include an RSVP.
3. One week before the workshop, call community leaders and other stakeholders encouraging their participation and support for the workshop.

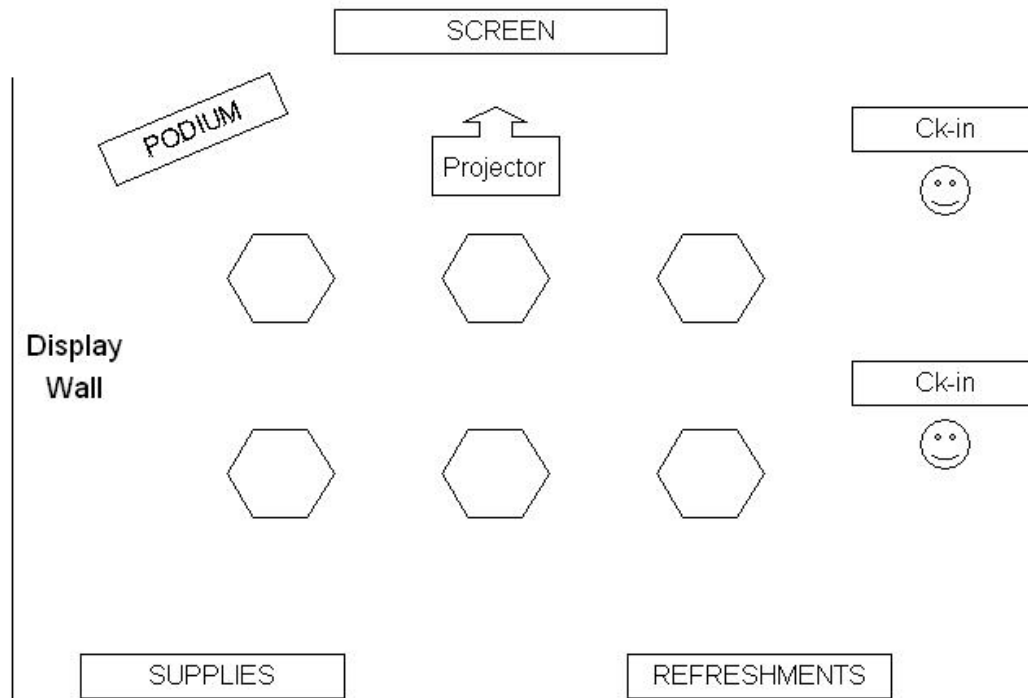
### MEETING ROOM SET-UP & EQUIPMENT NEEDS:

1. We will break into work groups of 8 to 10 participants around either banquet or round tables. We need enough tables and chairs for the anticipated number of participants
2. Flip charts and magic marker pens should be available for each of the work groups as well as tape for the findings on the flip charts which can be hung on the walls surrounding the room. The group's facilitator/scriber will be writing the results of the group's discussion on the flip chart.
3. Each of the groups' facilitators will need a pad and pencil/pen to summarize their meeting discussion as well as to ensure all comments are accurately posted on the flip chart for graphic recording.
4. Two (2) 6-8' banquet tables at the room entrance with two chairs. This will be used for our check-in/greeting of participants.
5. At the front of the room, please have a table for the power point equipment, a chair, podium and microphone with sound system.

## **REFRESHMENTS:**

A table of light, healthy refreshments and beverages (hot and cold) help to keep the meeting interesting and prevent hungry participants from fading or losing interest.

### **PROPOSED LAYOUT**



## **ROOM SET- UP:**

The meeting room can have a positive influence, adding to the success of the workshop. It will be important to encourage participation and consensus, which can be greatly enhanced by the room in which the workshop is held. The rooms that have been the most successful for this process include the following elements:

1. Walls that can have tape secured on them to post group work and/or findings.
2. A room with an adjustable ventilation system that offers the most flexibility.
3. Not too close to noisy distractions so everyone can hear well.
4. A hearing friendly room - Allows a person speaking in a normal voice to be easily heard by others across the room (i.e. rooms with carpet, suspended ceilings, wall coverings, and furniture help to make a hearing friendly room).
5. Movable and comfortable furniture in order that the group configurations can be quickly rearranged.
6. Sightlines are important and we want to ensure every participant will be able to easily see everyone at all times. Rooms that have structural support columns or dividers can be a distraction and get in the way for participants to see.

## **GUIDELINES AND RESPONSIBILITIES FOR A SUCCESSFUL WORKSHOP PROCESS (For inside cover of workbook)**

### **.Guidelines (All)**

- Participate in the process.
- Exhibit respect, tact, courtesy.
- Listen with an open mind.
- Ask for clarification.
- There are no wrong answers
- There is wisdom here

### **Facilitator (Bob)**

- Takes care of logistics.
- Neutral process guide.
- Develops agenda and process.
- Keeps the group focused.
- May challenge the group to think objectively.
- Pushes for consensus and closure.

### **Recorder (To be selected from each group- Preferably not a City staff person)**

- Captures ideas of the group on flip charts.
- Records enough of the speaker's idea to be understood later (may abbreviate, but does not alter content.)
- Remains neutral and does not override consensus with his/her own ideas.
- Listens for key words to capture ideas.
- Asks for verification of recording - "Did I get the concept recorded correctly?"

### **Group Member**

- See that your ideas are adequately recorded.
- Take responsibility for the success of the meeting - it's your group.
- Focus your energy on the content of the problem.
- Respect and listen to other individuals.
- Try to keep an open mind.

### **Group Memory**

- The group memory is the recording of ideas in a visual format, i.e. flip chart, board or other medium visible to the entire group.
- Helps the group focus on a task.
- Is an instant record of a meeting's content and process.
- Guards against data overload, but holds on to all ideas.
- Frees participants from taking notes.
- Prevents repetition and wheel spinning.
- Enables participants to check and make sure their ideas are being recorded accurately.