

Facilitator Introduction Cheat Sheet

Welcome

Welcome everyone to today's conversation on... (insert topic here).

I want to thank our partners sincerely...

Housekeeping

First, let's review a couple of housekeeping items for this event...

- Restrooms are located...
- Refreshments are available...
- Timing for this conversation...
- (Add other important info to this list)

Topic for the conversation

We are here today to discuss ... (insert topic here).

Provide a brief summary of the topic to help lead into the purpose of the conversation.

Purpose of the conversation

The purpose of our conversation today is to... (pick one)

- ... explore this topic.
- ... build stronger connections in our community.
- ... address existing conflicts in our community.
- ... brainstorm ideas for how we can address this issue.
- ... examine our options for addressing this issue and come to a decision.
- ... develop collaborative actions we can take as a community to address this issue.

My role as facilitator

- I'm here to help us have a conversation where you listen to one another and consider other viewpoints.
- I will help us keep time and make sure we get to explore the topic fully.
- While I'm here to help guide the conversation, this is your conversation, and you should talk and listen to one another.

Ground Rules

To help us have a good conversation, I would like to propose a couple of ground rules: (examples below)

- Listen to and have respect for others' voices.
- Everyone is encouraged to participate; one or two people should not dominate the conversation.
- Keep an open mind and explore disagreements with a sense of curiosity.
- Be authentic to yourself and share your experience.

Does anyone want to add any additional ground rules?

Can we all agree to follow these in our conversation?