

2019 Northeast National Service Conference  
Roundtable Discussions – Facilitator Guidance

Thank you for your willingness to serve as a facilitator for the AmeriCorps or Senior Corps Roundtable Discussions. Attached to this email is a list of all topics and assigned facilitators for the AmeriCorps, Senior Corps and General Topics. There will be tables for each topic with 8-10 chairs around each. Tables will be marked with Topic signs, color coordinated by program.

The roundtable session will occur on Tuesday, May 21 from **3:15 – 4:00 PM**. There will be two rounds of about 20 minutes each, so you will work with two different groups repeating the same format

We hope the information below will assist you in preparing for the session and your facilitator role. If you have questions about the information, please do not hesitate to contact Andrea Johnston, [andrea@volunteernh.org](mailto:andrea@volunteernh.org). Additionally, conference staff will be on site at the event to give an overview and keep track of time. They will be happy to talk with you and answer any questions.

Thank you again and we look forward to a great event and seeing you soon!

### Sample Table Top Session Outline

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I. Welcome and Facilitator Introduction - (1 minute)

Who am I? Where am I from?

II. Purpose, Outcome and Process - (1 minute)

To think about a particular focused topic and discuss questions or ideas so that when participants leave they can make targeted improvements in the topic areas.

III. Best Practice Sharing, Short Presentation &/Or Guided Questions - (10 minutes)

There are many ways you can structure this time. You can

- 1) Share an overview of what you have done in the topic area, what has worked well, what you would change or have changed over time;
- 2) Do a brief presentation of information;
- 3) Invite others to share what they have done; and/or
- 4) Walk them through one or more of the guided questions below.

Guided Questions (these questions can be incorporated as part of best practice sharing or to help facilitate conversation if there is limited experience in the topic at the table):

1. Why did you come to this particular topic?
2. What does success look like in this area? If you could wave your magic wand, what would you see happening?
3. What is a challenge that keeps you from reaching that state of success?
4. What burning questions do you have related to this topic?
5. What ideas come to mind to overcome challenges?

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### Things to Remember

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- ✓ Enjoy the Opportunity! The people at your table are your peers – they are either friends or people who have the same passion for national service that you do – they CHOSE to come and want to talk about the topic because they care
- ✓ Each round will be only about 20 minutes, so staying on task and ensuring you use your time wisely is important
- ✓ Speak loudly and more s-l-o-w-l-y than you think you have to and remember that there are many tables immediately around you so make sure you are respectful of your neighbors
- ✓ Make eye contact with and speak to the whole group rather than one or two folks
- ✓ Have a back-up plan
- ✓ Have FUN!

### Preparation

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Following are some things to you think about as you prepare yourself for the time at your table:

1. Why are people choosing to come to my table?
2. What will they probably know about my topic?
3. What questions will they probably have?
4. What effective practices can I share that I use or others do?
5. What will prompt them to share their best ideas?
6. What do I want them to walk away with (an idea, a way to do something, a new or adapted tool)?
7. What, if anything, can I do to ensure the conversations are positive ones that move towards ideas, solutions, and next steps?

And important **things to remember**:

- ✓ Please arrive a few minutes early to get to your table
- ✓ Bring business cards for 40 or so people
- ✓ If you are bringing handouts relevant to your topic, plan to bring 40