



**2017-18 One Rotary Summit (ORS)  
Document 9  
Instructions for Table Discussion Facilitators**

Outline of today's Summit:

- Setting the Stage
- Sharing Ideas – *the segment you will facilitate*
- Break (and posting of ideas from table discussions)
- Moving to Action
- Closing Remarks

Materials at your table

An easel pad and markers will be provided at your table.

Time for the segment you will lead

The Sharing Ideas segment will be 75 minutes long, unless you are instructed otherwise as to its length by the Lead Facilitator of the Summit. Everyone in the room will be advised when there are 30, 15, 10, 5, and 3 minutes remaining for discussion and the recording of ideas.

Your role

Your role will be to facilitate discussion at a table of 8-10 persons. That discussion will be based on the "Discussion Questions for Sharing Ideas Segment" (Document 10) as provided to you and the Summit participants. As a facilitator, you will need to resist the temptation to provide your answers to the questions. Your job is to focus on getting everyone involved in the process. If you just can't resist sharing an idea (especially one that has worked), go ahead and add it to the discussion, but please don't do that more than once or twice.

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At the table with the participants

1. Have everyone at your table quickly state her or his name, club, and club size.
2. Get a volunteer or more than one who will serve to record ideas on the pages of the easel pad provided at your table.
3. For questions 3-14, there could be two types of responses, “Ideas that work” (that is, that have worked) and “Ideas to Try” (ideas that could work) There will likely be more of the latter, and that is “OK.” Have the recorder have separate pages for “Ideas that Work” and “Ideas to Try,” putting those titles on the tops of the pages.
4. Get a volunteer or more than one who will agree to post the ideas generated at your table. That posting will occur during the break after the Sharing Ideas segment of the ORS.
5. Instruct those at your table that we will be using the “Yes, Because, And” method of discussion, a method where there are no “yeah buts.” You can explain that methods as follows: When someone puts forth an idea, affirm that idea, and state why it is good. Then, if you want to, you can add something to it. Here is an example: Someone states the idea that membership could be increased by doing a vocational survey of the community businesses. In response, someone else could say, “Yes, that is a good idea because we don’t really know who is out there as potential members, and I also think that we should consider our neighbors who don’t work in our community as potential members.”
6. At the conclusion of the Sharing Ideas segment, smile and thank everyone for being a part of the discussion and sharing ideas.