2018-19 One Rotary Summit (ORS)
Document 10
Table Facilitator Guide

Outline of today's Summit:
- *Setting the Stage*
- *Sharing Ideas – the segment you will facilitate*
- *Break and Posting and Viewing of Results from Tables*
- *Moving to Action*
- *Closing Remarks*

Materials at your table

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

Your role

Your role will be to faciltate discussion at a table of 8-10 persons. That discussion will be based on the *Discussion Questions and Scenarios (Document 11)* for the *Sharing Ideas* segment 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 (especialy one that has worked), go ahead and add it to the discussion, but please don't do that more than once or twice.**

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 of the remaining time for discussion.

<u>Content of the *Sharing Ideas* Segment</u>

- Part I - Questions for Discussion
- Part II - Sharing "Why Rotary?" – a role playing exercise
- Part III- Two Scenarios with Questions

<u>At the table with the participants</u>

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. 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.

4. 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 the Public Image plan regarding the second scenario (Water grant in Tanzania) could include a video chat during a club meeting with members of the partner club. In response, someone else could say, "Yes that is a good idea because most of us know nothing about our partner club. And, I suggest we have our former Exchange Student who helped us arrange the partnership be a part of that chat."

5. At the conclusion of the *Sharing Ideas* segment, thank everyone for being a part of the discussion and sharing ideas.