

Facilitating a good conversation

Your role is to help support participants to have a good conversation about the future of learning in New Zealand. This means you need to watch the room to help identify when a group might need some help.

Before the conversation begins it is good to agree on some ground rules such as:

- **TRUST** each other to have good ideas
- **RESPECT** the different experiences and views that are shared
- **ENCOURAGE** each person to engage while the others listen
- Be **CONSIDERATE** of the diversity in your group
- There are no right or wrong answers.
- The main thing is to support everyone to express their views.
- Have **FUN!**

The session is intended to provide choices to all participants and in some cases they may not be able to stay the full length of time or may break off into their own spaces as they please or change groups.

Encouraging conversations that are more about the future rather than about today is likely to keep the conversation positive. Most people will be comfortable to be left to work through the activities by themselves and won't need prompting or too much checking in from the facilitator.

Sometimes there will be participants who may need a bit more encouragement than others, for example:

- Young people might feel uncertain about talking with an equal voice to a teacher or professional person
- People with disabilities might need specific environments to be able to engage.



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Where groups are engaged and the conversation is flowing, you don't need to interrupt them - it is ok if they talk about one topic for the whole session.

However, there are times when the conversation may not be moving along; here are some ideas for you to think about.

If people are not talking you could:

- watch a different video and see if this generates conversation
- join the group for a time and prompt people to speak

If one person is dominating the conversation try:

- silent brainstorm
- going around the table to share an idea
- actively encouraging others to speak

If a group conversation is becoming heated or is disrupting other groups:

- Join the group for a while and discuss the ground rules with participants
- Park, table or change the topic
- It is ok to let a group have a break, or to continue their conversation in a separate space