

CENTRAL AVENUE COMPLETE STREET CONCEPT PROPOSAL

COMMUNITY WORKSHOP #2

June 4, 2014

Break-out Group Session Agenda

This process welcomes any and all comments. Below are step-by-step instructions.

1. Start with **brief introductions. (5 minutes)**
2. As a group, **select three individuals** to play the following roles: **(5 minutes)**
 - **Facilitator.** Keep the discussion focused on the topics #3 (goals) and #4 (preferred options) and ensure that each group member has an opportunity to speak. Allow group members to speak for themselves.
 - **Timekeeper.** Ensure that your group has the opportunity to discuss the goals and all the preferred options.
 - **Spokesperson:** Take notes and give a one-minute report to the entire room.
3. **Revised Goals.** Discuss the goals to rank on comment cards. **(5 minutes)**
4. **Preferred Options.** Discuss the options for each segment. **(20 minutes)**
5. **Report Back.** Each spokesperson presents summary of discussion. **(15 minutes)**
6. **Spokesperson turns in notes.**

Facilitator Guide

As the selected Facilitator for your group, please keep the following guidelines in mind to help keep the conversation balanced so everyone participates:

1. Your role is to help the group articulate their thoughts.
2. Manage the discussion. Encourage participants to take turns speaking. Be sure to call on each person in turn - try not to let one or more persons dominate the discussion.
3. Have a good attitude.
4. Use open body language: smile, gesture, laugh (as appropriate).
5. Focus comments onto the discussion item.
6. Let other members of the group answer questions that are raised.
7. Remain objective. Try not to let your own opinions influence the group. Your job is to manage the discussion and help participants articulate their viewpoints.
8. Keep the discussion balanced.
9. If someone disagrees with another participant's comment, be sure to record the differing opinion. **If the group is split on an issue, it is important that this information is reported back during the small group reports.**