

# CENTRAL AVENUE COMPLETE STREET CONCEPT PROPOSAL

## COMMUNITY WORKSHOP #3

September 17, 2015

### ***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** for the following roles: **(5 minutes)**
  - **Facilitator.** Keep the discussion focused on the comment card topics, 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 all the comment card topics.
  - **Spokesperson:** Take notes and give a one-minute report to the entire room. Provide notes to staff/consultants at end of meeting.
3. **Report Back.** Each spokesperson presents summary of discussion. **(15 minutes)**
4. **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.**