

# Visioning Voices

## Workshop Facilitation Notes

Our Town - Our Trails | April 6th, 2019

### Workshop Objectives

1. Creatively describe and imagine the meaning and uses of trails
2. Understand what is happening in Syracuse around trails
3. Articulate what characteristics of trails makes the experience more enticing
4. Learn methods for facilitating conversations with groups of people
5. Talk with people around the city that you might not know
6. Start an action plan

### Introduction

- The event facilitator introduces the outline of events, explain the ground rules.
- Invite people to get into groups with people they might not already know.

#### Outline

Introduction - 5 min

Activity 1 - Understanding Trails - 30 min

Report back and sharing - 10 min

Move to groups for Activity 2 - 5 min

Activity 2 - Action Planning - 30 min

Report back and sharing - 10 min

### Roles and Ground Rules at the Workshop or Meeting

- Event Facilitator: Have someone to introduce the whole workshop, lead report backs, and help all groups stay on time.
- Group Facilitators: Each group should have facilitator whose job it is to manage the activities to ensure that everyone has the chance to participate and the discussion stays on topic.
- Notetaker or recorders: For some activities, it is helpful to have someone taking notes or writing responses on a flip chart or large piece of paper for all to see. Listen carefully and try to record the meaning of what is being said, and confirm that you got it right.
- Participants: The most important guidelines for people taking part in a workshop is to respect each other's perspective, take turns, be concise as possible, not interrupt and stay on topic.



Time: 5 min

#### Roles

- Event Facilitator - Introduces activities and outline

#### Materials Needed:

- Tables and chairs set up for groups of 6-8
- Workshop materials pre-set up on each table

#### Note:

Many times participants sit at whatever table they want, typically choosing to sit with people they know. If you think it is valuable to have groups formed based on specific characteristics such as interests or age, you can ask that they divide up that way. Sometimes it is also valuable to suggest that people sit with others they do not know to meet new people and hear different perspectives.

## Activity One - Understanding Trails

### INTRODUCTION

In order to get everyone comfortable with one another and speaking in the group, ask everyone to briefly share:

- Name
- Neighborhood you identify with
- One thing you like to do for fun

Time: 2 min

#### Roles

- Table Facilitator - Introduces activities

### IDENTIFYING ACTIVITIES

Individually consider - What kinds of activities do you do on trails? It can be on a specific trail, or in general, and doesn't have to be in the city of Syracuse.

- Take a minute or two and write down as many answers as you can think of, with one activity per post it note.

Once most are done writing, compile answers together by placing post-it notes on paper that is laid out on table. Take turns placing post it notes.

- Group post it notes by commonalities (for example, walking near jogging).

Discuss responses briefly. Do there seem to be just a few or many different categories of responses? Which ones seem to be shared by many people in the group, which ones are outliers?

Time: 10 min

#### Roles:

- Table Facilitator - Introduces activities

#### Materials

- Post-it notes
- Pens/markers for all
- Large paper in middle of table

### MAPPING

Ask people to put sticky dots on map corresponding to what trails you like to use.

- Place map in center of table to allow participants to easily add notes.
- If activity is not site specific, or occurs on trails outside the city, add to the side and write location.

When most finish adding dots, briefly reflect on dot distribution.

Time: 5 min

#### Roles:

- Table Facilitator - Introduces activities

#### Materials

- Sticky Dots
- Large map of Syracuse with Parks and Trails highlighted

### IMPROVING

Consider individually - What could improve your experience on trails? For example, activities, design details, locations, etc. Ideas can be in general or have a specific location in mind.

- Take 2-3 minutes to write on piece of paper

Share ideas with the group, one idea at a time. After an idea has been shared, ask if anyone has a similar thought.

- This will result in a semi-related list but help prevent any one person from dominating conversation. Ask people to share if they haven't spoken up yet.
- The idea of this discussion is to generate ideas, not discuss feasibility - all thoughts should be recorded
- Note-taker will record all thoughts mentioned.

Time: 10 min

#### Roles:

- Table Facilitator - Introduces activities, facilitates conversation
- Note-taker - records discussion, verifies accuracy with those who shared.

#### Materials

- Pens/pencils for all
- Notepaper for all
- Flip chart
- Marker

## SYNTHESIS

The whole group facilitator will announce that it is time to synthesize results.

Ask group to look at list of ideas, generate 3-5 common themes.

Chose a group volunteer to present this to the whole room.

- Theme could be strategy/idea or location
- Ask if everyone agrees these are some of the more important ones

Time: 3 min

### Roles:

- Table Facilitator - Introduces activities
- Table Note-taker - writes all comments down
- Group volunteer reports back

### Materials:

- Flip charts
- Marker

Time: 10 min

## REPORT BACK

Each group reports back the 3-5 themes to the whole group

- Each group volunteer shares their ideas
- Event note taker writes all down for large group

### Roles:

- Event Facilitator - Introduces activities
- Event Note-taker - writes all comments down
- Group volunteer reports back

### Materials:

- Flip chart for whole event
- Marker

## Activity Two - Action Planning

### FORMING TOPICS

Event facilitator asks who has an action idea they would like to talk about, loosely based on the themes that arose from the report back

- Note-taker writes down responses on large sheets of paper
- Once 4 or so action ideas are stated (on for each table), will stop taking new requests
- Note-taker will read each topic out loud and place on tables

People get up and move to new tables based on interest in topics mentioned.

Time: 5 min

### Roles:

- Table Facilitator - Introduces activities, facilitates conversation
- Event Note-taker - writes all comments down, verifies accuracy with those who shared.

### Materials

- Flip chart
- Marker

Why are we asking people to come up with discussion ideas?

“It’s a way to share power in community gatherings by withholding the urge to set the agenda without input from the group. It’s also a great way to infuse a meeting with structured dialogue that is time limited and, therefore, must be succinct. Also, because multiple conversations are happening simultaneously, participants get to choose a conversation and do not have to sit through a conversation that does not interest them.”

(Method based on Neighborhood Connections - Business of the Network)

## INTRODUCTION

Ask everyone to briefly share:

- Name
- Neighborhood you identify with
- What drew you to the action topic - Notetaker records these responses

## ISSUE IDENTIFICATION

Look over responses to what drew people to the action topic.

- Identify common ideas
- Chose a specific action area to focus on

## ACTION PLANNING

Brainstorm - how will the action be accomplished? What tasks needs to happen to reach the desired outcome?

- Note-taker or individuals write ideas on post-it note
- Place post-it notes on chart paper
- Use all the same color post-it for this part of the activity

Brainstorm - What resources do we need and who do we have access to that could help make it happen?

- Consider not just city government but how other individuals or groups can be mobilized to be involved
- Note-taker or individuals write ideas on post-it note
- Place post-it notes on chart paper
- Use all the same color post-it for this part of the activity, a different color than used above

Prioritize tasks (how and what) and link with what resources (what and who) to develop a process for action.

- Rearrange post-it notes by priority and connect with relevant resources

Group works to summarize proposed approach for report-back

## REPORT BACK

Event facilitator will announce it is time to wrap up.

Each group briefly reports back the summarized highlights from the action approach to the whole group

- Each group volunteer shares the table group's ideas
- Event note taker writes all down for large group

## STAYING IN TOUCH

Each group may develop a sign-in sheet for the group to stay in touch with developing their action plan steps!

Time: 5 min

Roles:

- Table Facilitator - Introduces activities
- Table Note-taker - writes all comments down
- Group volunteer reports back

Materials:

- Flip charts
- Marker

Time: 25 min

Roles:

- Table Facilitator - Introduces activities, facilitates conversation
- Table Note-taker - writes all comments down, verifies accuracy with those who shared.

Materials

- Flip chart
- Markers
- Pens
- Post-it notes of two different colors

Time: 10 min

Roles:

- Event Facilitator - Introduces activities
- Event Note-taker - writes all comments down
- Group volunteer reports back

Materials:

- Flip chart for whole event
- Marker
- Pen
- Notepaper