

Session Eight: Wrap-Up

Applying Effective Participatory Approach

Wrap-Up

World Cafe Meeting - Technique

Explanation

World Café is technique to promote discussion between people. It encourages exchange of information and opinion in a comfortable setting. The meetings tend to have a central theme. The steps to World Cafe are:

- 1. Verify that a World Cafe meeting services the needs of the project P2 plan objectives and the needs of participants.**
- 2. Determine the theme. Write the discussion topics. Plan the wrap-up and next steps process.**
- 3. Announce the meeting & the theme. Describe the meeting briefly and announce the discussion topics.**
- 4. Set-up is very important. Duplicate a café setting to promote comfort and an inviting atmosphere.**
- 5. Start the meeting with a general session of welcome and purpose.**
- 6. Review the meeting theme.**
- 7. Explain the process for the meeting:**
 - **Small table discussions led by a facilitator who is also responsible for summarizing the conversation.**
 - **Each table discussion will last (7) to (10) minutes.**
 - **When “time” is called, participants will shuffle themselves into new table groups and begin the next conversation.**
 - **Repeat the shuffling as needed to cover the discussion topics**
- 8. Post & announce the discussion topics**
- 9. Implement the discussion process. Rotate/shuffle tables.**
- 10. At the conclusion of the last conversation, have the facilitators do a report back summary.**
- 11. Identify next steps.**
- 12. Close**

Examples of when the technique might be used during some decision steps. Using the technique for all examples within the same project is NOT recommended.

Step 2 – Gather Data

Use as an means of identifying issues and stakeholders.

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Example of a theme: Hwy 8 – What are the Issues and Who Needs to Be Involved

Example of discussion topics:

- Round 1 – What are the issues?
- Facilitator Feedback – General Session Discussion
- Round 2 – Who needs to be involved?
- Facilitator Feedback & grouping of stakeholders
- Round 3 – What methods could be used to “get the word” out to each stakeholder group?

Step 3 - Determine Criteria

Use as an early meeting with stakeholders to identify the needs, desires and expectations for improvements – or the preliminary criteria that the improvements to the Hwy will address.

Example of a theme: In concept, what needs to be accomplished by any improvements to Hwy 8? NOTE: not a design session!

Example of discussion topics:

- What economic improvements would you like to see as a result of the Hwy 8 project?
- Could the Hwy 8 project be supportive of improvements to the community identity of Lindstrom? If so, in what ways?

Especially Effective When...

- Stakeholders have many points of view and need to hear each other.
- Used as a method to be inclusive all participants and give everyone a voice.
- As a trust-building, “we are all in this together” tool.

Directions:

1. Quickly ask for a volunteer facilitator/recorder. Responsibility: manage the assignment & report back to the general session.
2. Round 1 discussion.
3. Facilitators give report back.
4. Participants move to new table with different individuals. Facilitators stay at the same table.
5. Round 2 discussion.
6. Write a brief news release that announces the value of the workshop and indicates ideas that were generated to continue to expand learning around public participation.
7. Facilitators give report back by reading the news release.

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Next Steps

The project team and the participants will discuss next steps.

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World Cafe

Theme

Value of Public Participation Training – today and in the future.

Topics:

- **Round 1 - What was of value from this workshop? What will you use on the job?**

- **Round 2 - What future training topics related to public participation would you like to have offered?**

Report Back: News Release

Be creative. Use quotes, a brief story, as well traditional news text. Cover the following:

1. What was the event?

2. What was the value to participants and attending organizations?

3. What ideas were generated to continue to expand learning around public participation?



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