



**The Conversation Project – Suggested Starter Kit Facilitation Timing**

When	What	How	Notes
<b>30-45 minutes beforehand</b>	<b>Registration</b>  (and refreshments if applicable)	Attendees check-in and receive materials <ul style="list-style-type: none"> <li>For large groups - table assignments by pulling number out of a hat and sitting at corresponding table</li> </ul>	Have copies of Conversation Starter Kit and pens for everyone  Determine plan for distributing evaluation forms
<b>10 min</b>	<b>Welcome</b>	The Work in YOUR REGION <ul style="list-style-type: none"> <li>Why bring TCP to YOUR REGION?</li> <li>Why is this important?</li> <li>Why we invited you/who is in the room</li> <li>How we are staying involved with the work</li> </ul>	
<b>10 min</b>	<b>Introductions</b>	General Introductions: Telling Our Stories  Facilitator tells own story (2 min) <ul style="list-style-type: none"> <li>Name?</li> <li>What brought you to this session both personally and/or professionally?</li> </ul>	
<b>15 min</b>	<b>The Conversation Project</b>	TCP Brief Overview: history, strategy, tools, examples of community efforts  ABC Video w/ Diane Sawyer (about 4-5 min)	Will need video/audio capability
<b>50 min</b>	<b>Conversation Starter Kit Facilitation</b>	The Conversation Starts with you <ul style="list-style-type: none"> <li>Safety and ground rules (about 5 min)</li> </ul> Part I: What Matters to Me + scale of 1-5 questions (20 min) <ul style="list-style-type: none"> <li>Thinking time (5 min)</li> <li>Partner share (7 min)</li> <li>Full group report out (7 min)</li> </ul> Part II: Who, What, Where, When (20 min) <ul style="list-style-type: none"> <li>Thinking time (5 min)</li> <li>Partner share (7 min)</li> <li>Full group report out (7 min)</li> </ul>	Take out the tablecloths as you get started/introduce this section  Have people to help with microphones around the room during report outs
<b>5 min</b>		Summary/Connections <ul style="list-style-type: none"> <li>Next steps/how participants can stay engaged going forward</li> </ul>	Remind participants to complete end-of-event evaluations