

the conversation project

Suggested Starter Kit Facilitation Timing, 90 minutes

When	What	How	Notes
30-45 minutes beforehand	Registration (and refreshments if applicable)	Attendees check-in and receive materials <ul style="list-style-type: none"> For large groups - table assignments by pulling number out of a hat and sitting at corresponding table 	Have copies of Conversation Starter Kit and pens for everyone Determine plan for distributing evaluation forms
10 min	Welcome	The Work in YOUR REGION <ul style="list-style-type: none"> Why bring TCP to YOUR REGION? Why is this important? Why we invited you/who is in the room 	
10 min	Introductions	General Introductions: Telling Our Stories Facilitator tells own story (2 min) Invites attendees to turn to a neighbor for 3 min each <ul style="list-style-type: none"> Name? What brought you to this session both personally and/or professionally? 	It's great to use pictures when telling facilitator story
15 min	The Conversation Project	TCP Brief Overview: history, strategy, tools, examples of community efforts Video options: <ul style="list-style-type: none"> ABC Video w/ Diane Sawyer is a great intro (about 4-5 min) Practice Makes Perfect Video How to pick your proxy video 	Will need video/audio capability if showing videos. Recommend downloading them beforehand or testing web connectivity/letting the videos buffer before playing
50 min	Conversation Starter Kit Facilitation	The Conversation Starts with you <ul style="list-style-type: none"> Safety and ground rules (about 5 min) Part I: What Matters to Me + scale of 1-5 questions (20 min) <ul style="list-style-type: none"> Thinking time (5 min) Partner share (7 min) Full group report out (7 min) Part II: Who, What, Where, When (20 min) <ul style="list-style-type: none"> Thinking time (5 min) Partner share (7 min) Full group report out (7 min) 	Have people to help with microphones around the room during report outs

5 min		<i>Summary/Connections</i> <ul style="list-style-type: none">• Next steps/how participants can stay engaged going forward<ul style="list-style-type: none">• <i>Could show Practice Makes Perfect video to close out, or read/play Karen Boudreau letter</i>	Remind participants to complete end-of-event evaluations
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For more information and preparation, please see our community resource page and view our [recorded speaker training call](#).