**Facilitator Briefing Outline**

* Introductions
* Background Context
* What has happened historically related to this topic?
* Where are we now?
* What recent actions or events might community members refer to?
* What has the City heard, so far, through outreach or previous meetings?
* What opinions, stories and narratives might community members bring into the room?
* Review meeting design/facilitator agenda
* Share meeting purpose and goals
	+ Content Goals: What do we want participants to learn?
	+ Experiential Goals: What do we want participants to feel or experience?
* Discuss meeting flow, presenter duties and timing of key components
* Walk facilitators through discussion topics or activities, ensuring they understand the portions of the meeting that they will be responsible for
* Briefly discuss notetaking and feedback forms
* Review meeting materials
* PowerPoint presentation
* Participant handouts (input/feedback form, background handout, comment card, etc.)
* Facilitator packet (copies of participant packet, plus facilitator feedback form and copy of presentation)
* Share facilitator tips (*see tasks & techniques document*)
* Follow-up questions and conversation prompts
* Listening for values, principles, hopes, concerns, questions and ideas
* Redirecting participants who may make unhelpful comments
* Allow remaining time for questions

**Facilitator Debrief Outline**

* Opening “thank you” to facilitators
* For short debrief: Go around circle and ask each facilitator to share one or two things that worked well, along with one or two things that could be improved for next conversation. Invite additional comments or suggestions before moving to closing “thank you.”
* For longer debrief (*a facilitator feedback form can capture much of the following information*):
* Quick overall impressions of meeting: How would you summarize the discussion at your table?
* Information needs
	+ Thinking about the presentation or handouts, was any information confusing?
	+ Did any information help spark a new perspective?
	+ How could information be improved for future meetings?
* Quality of Discussion/Activities
	+ What part of the conversation/activity helped people learn the most?
	+ Was there anything about the conversation that was difficult or tricky to navigate?
* Looking Ahead
	+ How else could the City improve future meetings?
* Share any other comments or suggestions
* Closing “thank you” (reminder to turn in feedback form and other materials, if appropriate)