**WORLD CAFÉ**

**Aim of this activity:**

**This must be clearly determined prior to commencing and will shape the questions you ask eg To take away idea about how we will fulfil our roles and bring value to the District and clubs.**

**General outline**

* Ground rules that promote ‘an ambience of informality and intimacy’
* Tables of 4 (max 5) including a host. Café style set up
* Resources: Butcher’s paper and marker pens, post-it notes, blu tac, spare paper, voting dots
* Wall space for posting results
* 3 rounds of 20 mins each, then whole group debrief. Total time 1 hour 20 mins

**Process**

* Explain the cafe guidelines/etiquette and have on cards at each table.
* One person to speak at a time
* Listen carefully and build on each other’s ideas/meanings
* Capture key points of the conversation
* 20 mins per round
* Signal end of round (bell ringing) and move to another table split up and go to different tables
* “host” stays at table. “travellers” move on as ‘ambassadors of meaning’ to randomly selected tables with a different group.
* Table groups discuss one question (as identified by facilitator/PPT) and record results using the process outlined (use 3 different process for the 3 questions)
* Record results and post (to be typed up later and distributed). This will help to shape PETS and District Assembly, then move on to another table on signal.
* Once all three rounds are finished. PM tea break. Vote with coloured dots for ideas that have the most merit and can make effective use of time, energy and resources. One colour per question

**Debrief**

* Key learnings in order of Qs. Record. Look for patterns/ growth of ideas knowledge possibilities for action
* Gallery Tour / Comments

**Roles  
Facilitator**

Explains the idea of the world café and poses the questions and/or uses PPT to identify the questions (for easy reference) including the equipment and recording methods

Guides the group rotations, based on timings 20 mins/round x3

Conducts the debrief. Identifies how results will be recorded, distributed and shared and actioned.

**Hosts**

Remain at the table when others leave

Welcome ‘travellers’ to next round of conversation and whilst not facilitators quickly get the conversation started and encourage all to be engaged in the dialogue, contributing to the generation of idea and exploration of deeper thinking about the topic.

Should be clear about the recording method specified

**Questions (Copy fo each Q for each table and also shown on PPT)**

**Determine either 3 separate Q’s or one larger/more robust question that new table groups can keep building on after the host provides summary to travellers when they arrive.**

* Clear and concise, open ended
* Need to matter to the participants

**Aim: to promote specific ideas/ actions that we can do something about.**

**Possible smaller questions x3**

1. How can we, as district team, offer hope, support and authentic coaching/guidance to our clubs?

Graphic organiser

1. Our clubs are challenged by change. What might provoke a shift in consciousness?

Recording: Pros and Cons

1. Prioritise the best use of our time and resources and where used/targeted in pursuing the District Strategic goals?

Priority list

**Debrief**

Determine key action Items. In our case we voted on the information (using “dots”) before our debrief as this helped to consolidate the key ideas.

**World Café Guidelines (for each table)**

* Actively engage in the discussion, but don’t dominate
* Appreciate other points of view - give everyone a voice
* Listen and learn
* Stick to the topic - build on others’ ideas
* 20 minutes per round - stick to time
* Record results. Post results at the change-over.
* ‘Host’ to stay, ‘travellers’ to split up and move to new tables. Host changes each round