

VITAL Conversation

Hosted on May 31, 2014, by:



FACILITATORS' GUIDE

- The Facilitator and the Scribe are present to create a safe place for thoughtful conversation and respect the contributions of the participants.
- The Facilitator eases the conversation flow, keeping it on track, deepening it with questions if needed, watching to make sure everyone has the opportunity to have a voice.
- At each table the Facilitator will write key points on a flip chart so the group can see and reflect on the points being discussed. If preferable for the Facilitator, he/she could ask one of the participants for help on this.
- The Scribe, is there to prevent ideas from getting lost and to record the discussion more fully than the point form on flip chart paper. The quality of the record will be invaluable in capturing the essence of the Vital Conversation when writing the Report.
- The Scribe will keep a "Parking Lot" of ideas that come up related to jurisdictional responsibilities and/or business. We want to honour all ideas, but this Conversation relates to topics that we as a community (individually or collectively) can address.

TIMING	ACTION	QUESTION	CONVERSATION STARTER, IF NEEDED
9:00-9:25	Registration Mingle		
9:30	Get Seated		
9:35-9:45 (10 minutes)	Overall Introduction by Joyce	WELCOME & BACKGROUND	

TIMING	ACTION	QUESTION	CONVERSATION STARTER, IF NEEDED
9:45-9:50 (5 minutes)	STEP ONE Introduction of First Conversation by Kathy	THINKING BIG!	
9:50-9:55 (5 minutes)	Facilitate	Roundtable Introductions	At each table, introduce themselves - name, how long on Bowen and why they came to Bowen
9:55-10:20 (25 minutes in total)	Facilitate & Write Key Points on Flip Chart	1. When you picture a strong community, what stands out in your mind? (5-6 minutes)	Daydream about, or imagine, an ideal community; a community that would be the “Gold Standard” in your opinion. Examples if necessary: safety, supportive culture/ people helping people, high level of volunteerism, great schools, respect for social diversity, broadly based economy/jobs/affordable, healthy eco-system
	Facilitate & Write Key Points on Flip Chart	2. What is our community doing well...what is working? (5-6 minutes)	What excites you when you talk about Bowen? If/when you think about leaving, what makes you stay? Examples, if necessary: lots of entrainment options, kids’ programs, great schools, social centres like the golf course and art gallery, safe outdoor activities, attracts a variety of wonderful people that love nature and community

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	Facilitate & Write Key Points on Flip Chart	<p>3. Where are there opportunities for improvement within our community that can be addressed by concerned citizens, including the Bowen Island Community Foundation? (13-15 minutes)</p> <p>Note to Facilitators: We are not looking for opportunities that are clearly the responsibility of governments or other authorities, nor are we looking for business opportunities. That said, these comments will be noted by the Scribes on a “parking lot” page and included in the report.</p>	<p>What do we need to do that is not being done now?</p> <p>What is being done now that we could do better?</p> <p>Examples, if necessary: retain teenagers and their families, improve health care accessibility, retain more seniors, more positive public discourse, provide more gathering places, make the cove a more welcoming place, improve community pride, pay attention to the developmental needs of our preschool aged children</p>
10:20-10:35 (15 minutes total)	STEP TWO Facilitators Report on Table’s Top Three Priorities	REPORT BACK - <2 MINUTES PER TABLE Based on the discussion, the Facilitators assess the improvements that emerged from the discussion and prioritize based on the frequency of comment or general consensus.	
10:35-10:40 (5 minutes)	STEP THREE Overview by Kathy	THINKING PRACTICALLY ABOUT AN OPPORTUNITY FOR IMPROVEMENT Explanation of how “specific topics (from the first session)” table discussions will work	
10:40-10:55	BREAK	BREAK/REFRESH/REGROUP TO TOPIC TABLES	

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10:55-11:35 (40 minutes in total)	Facilitate & Write Key Points on Flip Chart	<p>4. a. What are the real reasons, or causes, behind this opportunity for improvement? (10 minutes)</p> <p>4. b. What is standing in the way of us doing something about it? (10 minutes)</p>	<p>Facilitators, dig for the root causes. Identifying genuine steps to improvement and solutions to problems means knowing what the real roots of the situations are.</p> <p>For example, there are many reasons why some families with teenagers move off the island - transportation, lack of activities, weekend socializing, need for tutoring - all of which could require different solutions. So probe, dig deep, asking Why? Why? Why?</p>
	Brainstorming Facilitate & Write Key Points on Flip Chart	5. What are the solutions? What actions could we take? (15 minutes)	Address the roots of issue, and be realistic about some existing, external insurmountable obstacles (e.g. no government funding for adding secondary school). Ask your group to generate as many ideas as they can to address this issue. Encourage the group to think FAR outside the box. Often what appears to be the craziest idea, when distilled, contains the best solution - the gem.
	Prioritize	<p>6. Group to prioritize the three top solutions/ actions with respect to:</p> <ul style="list-style-type: none"> • Feasibility • Affordability • Timeliness <p>(5 minutes)</p>	<p>You could ask participants to approach the prioritization of solutions just as they would prioritize the jobs involved in renovating a house. i.e. What is feasible within the walls of the house? What can we afford now, and what room can we tackle now to solve our immediate housing needs. We may not be able to do it perfectly, because of limitations, but if we come up with a 90% solution, that would be great.</p> <p>Agreeing on the priorities will depend on the level of consensus that is evident. In case there isn't evident consensus - stickers will be on the table to allow each person to vote on his/her top 3 - only 1 sticker per solution. Not all stickers need to be used by each person.</p>

TIMING	ACTION	QUESTION	CONVERSATION STARTER, IF NEEDED
11:35-11:55 (20 minutes)	STEP FOUR Facilitators Report for the Table	REPORT BACK - TWO MINUTES PER TABLE: THE TOP THREE SOLUTIONS/ACTIONS CREATED FOR THIS AREA FOR IMPROVEMENT	
11:55-12:00	CLOSING Joyce & Soren		

