

Pondering Points Facilitation Guide

Pondering Points is a newsletter created by The Charmm'd Foundation that provides discussion points on real-life topics. Consider using a Pondering Point to jump-start your next conversation. Below is a step-by-step process on how to facilitate the discussion.

<p><u>Step One:</u> Objective</p>	<ul style="list-style-type: none"> ● Use Pondering Points as an interesting conversation starter with family members or those you work with, as thought-provoking icebreakers or for personal reflection. ● These are for people to meet & interact with each other, have fun learning & sharing, and hearing diverse viewpoints.
<p><u>Step Two:</u> Select Attendees</p>	<ul style="list-style-type: none"> ● Invite everyone to participate.
<p><u>Step Three:</u> Meeting Materials</p>	<ul style="list-style-type: none"> ● Determine what information or handouts you want attendees to have prior to the meeting. <ul style="list-style-type: none"> ● Do you want them to read something ahead of time – ie: articles? ● Determine if you want handouts at the meeting. ● Review Pondering Point ahead of meeting and come up with a few back-up questions to have at your disposal in case they are needed to keep the conversation flowing. ● Have pen and paper available for attendees to jot down thoughts.
<p><u>Step Four:</u> Meeting</p>	<p><u>Leader / Facilitator:</u></p> <ul style="list-style-type: none"> ● Include a meeting check-in (how you're doing / current state of mind) to open the conversation. ● Establish discussion ground rules with the participants: <ul style="list-style-type: none"> ● Safe environment for discussion – what is said here stays here. ● Encourage everyone to be proactive in surfacing their thoughts throughout the discussion. ● Be respectful of people's viewpoints. ● Build on another's thoughts to develop yours. ● Do you want the discussion to be free-flowing? ● Do you want the discussion to be structured and have each individual take turns providing feedback? ● Determine if group size is manageable or not with one facilitator. This will depend on the number of people and the amount of time you have as you will want to allow time for each person to share their thoughts. If you determine the group needs to be broken into smaller groups, have each identify one member to be the facilitator. Have each group summarize a few key findings and then bring groups back together to share and summarize. ● Introduce one of the Pondering Points. <ul style="list-style-type: none"> ● Read the title of the Pondering Point followed by the verbiage at the top half of the page. ● Open up the discussion to your audience. ● Encourage group participation. <ul style="list-style-type: none"> ● Keep the conversation focused.

Meeting con't.

- Engage attendees with leading / open-ended questions provided in the Pondering Point.
- Discuss the ethics of the topic.
- Discuss what each person learned and how it can be celebrated.
- If appropriate, provide time for self-reflection and / or group activity.
- Summarize the information at the end of the meeting to provide closure.
- Ask each person to reflect on how they can use the information provided to better their relationships. What actions will they take?
- Encourage participants to share the Pondering Point with others outside the meeting.
- Celebrate successes from the meeting.

Attendees:

- Be prepared and ready to participate.
- Practice the use of active listening skills.

Note: If this resource has impacted you, pay it forward so others can gain from it too!