



Module Five helps you plan for the end of your conversation, including reaching decisions or reflecting on the experience.

Reaching Agreement and Synthesis

Revisit the topic and the primary goals you identified in your *Conversation Planning Tool* for **Module Two**.

What is the **OVERARCHING QUESTION** participants will be answering in this conversation?



EXPLORATION

*For an exploratory conversation about **LIBRARY USE**:*

What ideas do we have for how the library can best serve the needs of the community?



CONFLICT TRANSFORMATION

*For a conflict transformation conversation about **FAITH**:*

What can we learn about faith by talking with those whose beliefs differ from our own?



DECISION-MAKING

*For a decision-making conversation about **HOUSING**:*

What is the most important action for our community to take in regards to addressing the housing crisis?



COLLABORATIVE ACTION

*For a collaborative action conversation about **FOOD ACCESS**:*

What actions might we take to increase food access in our community?

1. Write down a couple of draft questions. **Circle** the one you feel is the strongest.



Reaching Agreement and Synthesis, Part 2

(Review Module Five and the “Prompts for Deeper Conversation” on p. 21 of the Facilitation Guide.)

2. Rewrite your strongest (circled) question from Part 1. This is your **OVERARCHING QUESTION.**



What **QUESTIONS** might you ask to help participants answer the overarching question?



What **ACTIVITIES** might you use to help participants answer the overarching question?



Post-Conversation Steps

Use the chart below (organized by conversation type) to track your follow-up steps after your conversation.

EXPLORATION

- If you're able, **follow up** with attendees with a thank you and mention any other upcoming conversations and their topics.
- If any notes were taken with the intent of sharing, **send** to participants and/or partner organizations
- Personally **reflect** on the conversation using page 4 of this tool.

CONFLICT TRANSFORMATION

- Send a **thank you** to participants for attending.
- If this is an ongoing conversation, **share** the schedule for the upcoming conversations.
- If any notes or reflections were taken with the intent of sharing, **send** to participants and/or partner organizations.
- Personally **reflect** on the conversation using page 4 of this tool.

DECISION-MAKING

- Send **notes** from the conversation to participants and partner organizations.
- Send any **actions** decided upon by the group and who is responsible (individuals or groups).
- Remind** participants about next conversation, if applicable.
- Thank** participants for attending.
- Personally **reflect** on the conversation using page 4 of this tool.

COLLABORATIVE ACTION

- Send **notes** from the conversation to participants and partner organizations, including decisions made.
- Send along **decisions** from the conversation to partners, sponsors, or decision-makers who will take action.
- Remind** participants about future conversations.
- Thank** participants for attending.
- Personally **reflect** on the conversation using page 4 of this tool.



Follow Up with Yourself

After your first conversation, use this page of the planning tool to help you reflect on this experience and think about what you might do next time.

a. Reflect on the experience. How did you feel in the role as facilitator? Where did you shine, where did you struggle?

c. If this was a one-time event, is it something you would like to offer at the library again? What would you **keep or do differently**?

b. What questions worked well? Which fell flat? Would you make any adjustments to your **conversation structure**?

d. Plan for the next conversation. What do people want to talk about next? What is going on in the community that needs to be addressed?

Start the process again and plan your next opportunity to facilitate.