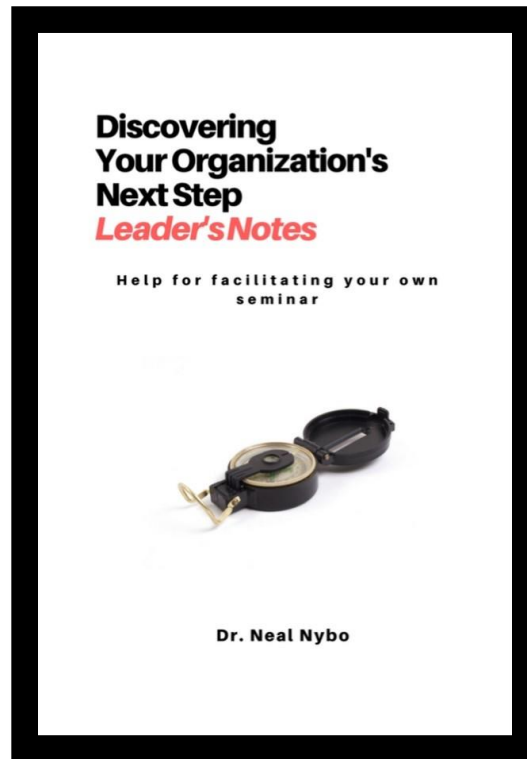
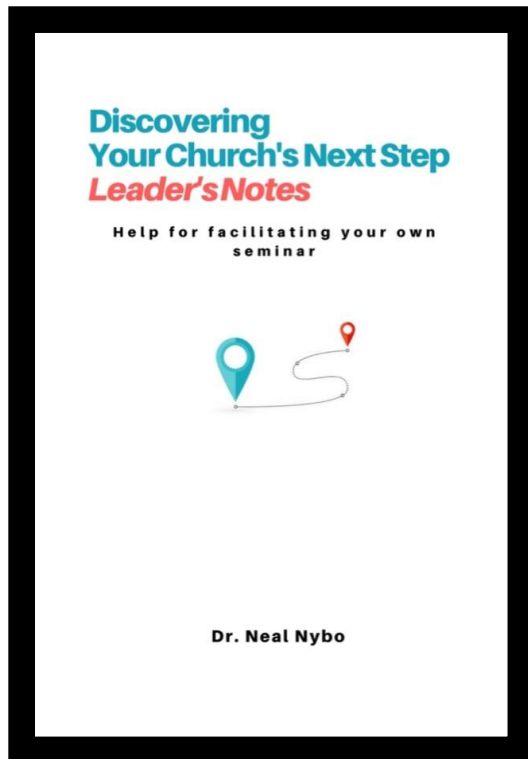


Excerpts from DYCNS and DYONS



Introduction: Don't Skip This Introduction!

This Discovery seminar is highly interactive, full of opportunities for personal reflection and group participation, and designed to get people's attention off their own agendas and on to looking at your organization as a group. The activity moves back and forth from individual thought time to table discussions to whole group interactions. People write their own answers then tables come to consensus then all answers are posted on a wall. Participants, facilitators or leaders, find natural groupings or patterns of answers. For example, there could be several answers related to serving in leadership and several about recent programs or initiatives. There may be answers related to activities far in the past. All these are helpful. These groupings become the answers on which participants will focus. The same process of synthesis is repeated for each of the reflection questions. Everyone is involved. All are heard.

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At a seminar

A seminar is a minimum of 3.5 hours. After a welcome and introduction to the ideas and activities of the seminar, participants move between personal reflection times, table group discussions, and entire large group interactions. The first interaction is around:

Uplifting experiences in their organization.

Individuals reflect on several experiences and share two with their tables.

Tables listen to all the experiences and together select two to share with the large group.

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Chapter 1: General Instructions

What these leader's notes are and what they are not.

These leader's notes are just that, notes. They are not a step by step guide for planning, promoting, executing, and following up on the seminar. We assume you know how to plan and promote an event of this size in your context, with your resources and your people. Frankly, if you don't know how to do that, giving you instructions wouldn't help. But, let's review our expectations briefly.

We assume that a person or team will have been planning this half day seminar long enough to have arranged for the room, coordinated a team to help in the seminar, promote the event to get maximum

participation, and prepared themselves to present the material and guide the process. At the end of the seminar, you will have a stack of Final Table Reports – page 23 of the participant’s guide. These will need to be reviewed by a team to find common themes, obvious answers, and to finalize results and recommendations. You will also want to have a plan to share or distribute the information to leadership, the organization, staff, and any nominating committees that might be affected.

We assume you know how to do all of that!

What we can help you with are details and recommendations from experience leading these seminars with hundreds of people in multiple events, with various size groups.

Ground rules

There are a couple ground rules that people need to follow. Really there are just three.

Stick to the times indicated.

Do the work.

Follow the thumbs up rule.

Stay true to your organization's culture.

Stick to the times indicated.

We’ve talked about this already. People need to understand it is their responsibility and obligation to help the entire group stay on track.

Do the work.

Everyone is important. Do your best with each question. Don't dominate and don't disappear.

Follow the thumbs up rule.

The thumbs up rule is introduced on page 2 along with an exercise to practice it. Be sure everyone participates and follows the rule. Enforce this hard this very first time and everyone will follow it for the rest of the seminar. Don't enforce it, and social pressure will grow to let some people talk more, even dominate. This is a killer for genuine and authentic participation.

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Only 4 or 5 people per table, we aren't kidding!

There can be only four or five people per table - NO MORE than five.

We will repeat this in multiple languages for emphasis.

There can be only four or five people per table!

Sólo puede haber cuatro o cinco personas por mesa!

Il ne peut y avoir que quatre ou cinq personnes par table!

The reason is that a foundational premise of this seminar is that everyone is heard. Each person needs to contribute. You as leader face the daunting challenge of keeping people on track and finishing on time, before people start leaving. You may be tempted to make the seminar longer - five hours or six.

But, as the seminar gets longer, fewer people sign up and fewer people stay for the whole thing. At the four hour mark people agree to attend but only commit "until lunch" or "for the beginning."

So you live with the tension of giving everyone enough time to participate within the limited time they are willing to give you. Once there are more than five people at a table, some people will not share and others will dominate.

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Embody the "IKEA way."

When people are having fun, they are going to want to keep doing what they are doing. They will want to talk and not think more. They will make suggestions, have better ways. They will want you to explain why the instructions are the way they are.

If you have ever built IKEA furniture you know you must "trust the creator." In the box are the parts of the furniture with lots of little pieces and they go together exactly, and only, the way the instructions describe. Many of us instinctively want to try to do it our way without the instructions. Or,

Chapter 2: Page by Page Instructions

Page 8

This is your first group activity, identified by the group icon. The key to this process is to let the group identify all the answers. Keep combining answers until there is consensus. For example, if some sheets say, "Feeding the homeless" and others say, "Feeding the homeless at Thanksgiving," ask the group if these are the same or different. If the same, which is more accurate, with or without "at Thanksgiving." Do you best to let the group determine the answers but don't let one or two people (especially recognized leaders) dominate.

NOW COMES THE FIRST HARD PART – NARROWING THE ANSWERS TO SIX OR LESS. No matter the size of your group, you should have no more than six answers the entire group is working on. This is called Forced Prioritization. It is the first example of the group choosing what is most important to it. This will be a recurring theme and a foundation of your final work.

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THIS IS IMPORTANT! Feedback from earlier seminars said people needed a chance to debrief and express their feelings in the large group. This exercise has been added to do that. This is going to take 15 minutes. That's a long time. And it needs your attention to make it happen well. FOLLOW THE INSTRUCTIONS. You should have groups of 25 or everyone if it's less than 25 but not more than 30. If your group is more than 30, break into equal size groups. DO NOT HAVE a group larger than 30. You will run out of time.

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End of excerpt