



# Guide for table hosts

## Introduction

Thank you for agreeing to act as a table host at

(add title of your event)

## Context

(add a brief overview of the background to your event)

## Purpose

(add a short description of the purpose of the event)



**The recovery conversation café is based on the world café approach to engaging people in conversations to help inform and shape future actions. It is designed to help people share and develop ideas by working collaboratively in a relaxing environment.**

The room will be set up in the style of a café, creating an environment where good conversations can happen in a relaxed and friendly atmosphere. Participants will be asked to sit at one of a number of tables each with seating for a maximum of eight people, including a table host.

Each table will also have a selection of coloured pens and will be covered with paper for people to draw, write or doodle on during the conversations.

## **Format of the recovery conversation café**

The conversation café will involve three rounds of questions with **25 minutes** allowed for discussion of each of these questions. The event facilitator will co-ordinate the introduction of each new discussion session and keep discussions to time. The three questions will be:

### **1. Add your first question here**

(include discussion prompts)

### **2. Add your second question here**

(include discussion prompts)

### **3. Add your third question here**

(include discussion prompts)

Between each of the three rounds of questions, participants will be encouraged to move to a new table (everyone except the table hosts who remain at the same table throughout ready to welcome new people). This movement encourages new connections to be made and helps ideas to develop and grow with ever widening circles of discussion.

# The Role of the table host

**Table hosts play an important part in making the recovery conversation café event successful. At the start of each question set you should:**

- Welcome people to the table and ask people to introduce themselves
- Ask for a volunteer to take a note of the key points
- Each table will be given feedback sheets to make notes of the key points discussed during each round of questions
- Check people are familiar with the 'café etiquette.' This will be introduced by the event facilitator and displayed on each table
- Encourage people to doodle and be creative by sharing their views, key connections, ideas, discoveries, and deeper questions as they emerge on the table top paper
- As far as possible allow everyone's perspective to be heard and valued
- Keep people to time – 25 minutes will be allowed for discussing each of the questions. Table hosts will be prompted about timings from the facilitator and be given an indication when there is 5 minutes remaining
- Table hosts will be prompted towards the end of each question round to help the table identify 'headlines.' These will be used to pull together learning from the event and inform any next steps
- Participate fully in the discussions – your view and input matters too!





## Recovery conversation café etiquette

The 'etiquette' is designed to guide and inform the discussions. It will be introduced at the start of the session and displayed prominently at each table.

- Listen to and respect each other's ideas and experience.
- Contribute your ideas and experiences.
- Speak with your heart and mind.
- Everyone gets a chance to speak (if they want).
- It is more important to understand each other's perspectives than to agree.
- Take ideas/thoughts that you think are important with you to the next conversation.
- Capture key ideas and insights on the tablecloth with words, doodles and drawings.
- Have fun!

## How to take your conversation from good to great

For the most part, the process runs itself. There may be occasion to provide a prompt or redirect the discussion. The recovery conversation café etiquette is useful to help get it back on track. Asking a key question can enable the conversation to dig deeper into the heart of the matter.

Here are some suggestions to stay at ease, curious and keep the conversation interesting:

- Tell me more about...
- This is what I heard you say... is it what you meant?
- What led you to this point of view?
- What makes a great leader?
- I notice your passion on this issue – what makes this so important for you?
- What if the opposite were true?
- Can you say that in another way?
- I wonder if anyone would like to offer another point of view?
- I'm wondering if you have some thoughts or feelings about what you've been hearing?
- If what you are proposing came to pass, how would things be different?

