

Notes on Facilitation:

- The facilitator provides a framework for meaningful conversation. The facilitator is “first among peers” rather than a “sage on the stage.”
- Topics should invite exploration of the principles of Servant Leadership that can be applied to participant’s leadership journeys rather than solve a specific problem.
- Monitor start and end times to honor participant’s schedules.
- The things we learned in kindergarten make for good operating agreements.
- Invite quiet individuals to share their thoughts and recognize that some individuals may find it a challenge to conclude their thoughts. It may be necessary to intervene.
- Refocus the conversation as needed.
- Asking participants to identify a memorable idea from the conversation provides for a summary of the roundtable. It can also be a useful tool for evaluating participant engagement.
- Remind participants of other S-L roundtables, events, web/email resources, and to invite others to participate.