

**2021-22: Let’s Talk Rotary – Serve to Change Lives**

**Document 8**

**Breakout Facilitator Guide for *Sharing Ideas***

*Text in italics contains instructions for you. Text in regular font is what is in the Discussion Questions for Sharing Ideas (Doc 9) that each participant at your table will have.*

*The One Rotary Summit (ORS) Organizer for your District will give guidance on which items your Breakout Group is expected to cover.*

*Outline of today’s Summit:*

* *Setting the Stage*
  + Welcome, DG remarks, an overview of the ORS, and a panel illustrating the connectedness of Membership, Public Image, and humanitarian service through The Rotary Foundation.
* *Sharing Ideas* ***–* the segment you will facilitate**
  + Includes two debriefing sessions during which your or someone in your group will give input as requested by the Plenary Facilitators.
* *Moving to Action*
  + Plenary Facilitators will recap and identify key ideas generated during the debriefing sessions, give attendees time to complete Personal Action Plans, and have attendees who are so willing share actions they will take after the ORS.

*Materials at your table if meeting in person.*

*An easel pad and markers.*

*Your role*

*Your role will be to faciltate discussion for a group of 6-8 persons. That discussion will be based on the Discussion Questions for the Sharing Ideas (Document 9) segment as provided to you and the Summit participants. As a facilitator, you will need to resist the temptation to provide your answers to the questions.* ***Your job is to focus on getting everyone involved in the process. If you just can’t resist sharing an idea (especialy one that has worked), go ahead and add it to the discussion, but please don’t do that more than once.***

*Time for the segment you will lead*

*Unless you are instructed otherwise as to its length by the Organizer of the Summit The Sharing Ideas breakout sessions using the Discussion Questions below will be allocated a total of 75 minutes, 40 minutes for Session 1 and 35 for Session 2. (That time does not include plenary debriefing sessions.) On the right hand side of the instructions below, the time for each part of the Sharing Ideas segment is set out in parenthesis in* ***bold italic*** *font.*

*As you begin the* ***first*** *Breakout Session…*

1. *Get a volunteer or more than one who will serve to record ideas, on the pages of the easel pad provided at your table if you are meeting in person, or via another means if meeting online.*
2. *Get a volunteer to serve as a timekeeper for each question. (Your event Organizer may have other instructions on keeping track of time for the questions.)*
3. *Get a volunteer or more than one who will agree take notes during each Breakout Session, either on an easel pad if meeting in person or by typing the notes if meeting online.*
4. *Get a volunteer or more than one who will agree to post the ideas generated by the group as recorded on the easel pad if in person or as typed if meeting online. That posting will occur before each debriefing session. Posting in-person will involve putting easel pad notes at a location specified by the ORS Organizer. Posting for online meetings will involve sending the typed notes to whomever the Organizer has designated.*

As you conclude **each** Breakout Session…

1. Take the 5 minutes listed at the end of each session to have the group help you identify key ideas from the session. You or a volunteer from your group will be sharing those key ideas during the debriefing session to follow.
2. If meeting in-person, have one of the members in your group post the easel pad notes at the location designated by the ORS Organizer.
3. If meeting online, have the notetaker send the typed notes to whomever the Organizer has designated.

As you conclude the **second** Breakout Session…

1. Thank everyone for being a part of the discussion and for sharing ideas.
2. Inform the members of your group that during the next segment of the ORS, Moving to Action, they will be filling out their Personal Action Plans, Doc 12a, that is in their toolkits and that they will be asked on that form to list an Action Item, something they will do upon return to their clubs based on what they have experienced at this ORS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  **#** | | **Discussion Questions** | | **Minutes** |
|  | | **Breakout #1** | |  |
| 1. | | Who is in our Breakout Group?  *Have each participant briefly self-introduce by stating name, club, and why she or he is in Rotary/Rotaract.* | | ***(5)*** |
| 2. | | *Have a “recorder” record the comments from your group about the opening segment of this One Rotary Summit.*  Thinking about…the comments during the panel discussion between the Public Image Chair, The Rotary Foundation Chair, and the Membership Chair. | | ***(5)*** |
| 3. | | *Ask 3 or 4 persons to tell their stories. Record key points.*  What can you and your club members do to increase Rotary’s impact in your community and beyond using the synergy of Membership, The Rotary Foundation, and Public Image? | | ***(5)*** |
| 4. | | *Ask 3 or 4 persons to tell their stories. Record key points.*  What can you and your club members do to expand Rotary’s reach in your community and beyond using the synergy of Membership, The Rotary Foundation, and Public Image? | | ***(5)*** |
| 5. | *Ask 3 or 4 persons to tell their stories. Record key points.*  What does Rotary engagement do for you and other club members? | | ***(5)*** | |
| 6. | *Ask 3 or 4 persons to tell their stories. Record key points.*  What can you and your club members do to enhance participant engagement in your Club using the synergy of Membership, The Rotary Foundation, and Public Image? | | ***(5)*** | |
| 7. | *Ask 2 or 3 persons to tell their stories. Record key points.*  What can you and your club members do to increase the adaptability of your club using the synergy of Membership, The Rotary Foundation, and Public Image? | | ***(5)*** | |
| 8. | Have the group help you identify key ideas from this session | | ***(5)*** | |
|  | **Total for Breakout #1** | | ***(40)*** | |
|  |  | |  | |
|  | Break | | ***(5)*** | |
|  |  | |  | |
|  | **Breakout #2** | |  | |
| 1. | *Ask 3 or 4 persons to tell their stories. Record key points.*  This year’s Rotary theme is *Serve to Change* *Lives.* What does itmean to you? | | ***(5)*** | |
| 2. | *Ask 3 or 4 persons to tell their stories. Record key points.*  As a member of Rotary, what’s in it for you and for others? | | ***(5)*** | |
| 3. | *Ask 3 or 4 persons to tell their stories. Record key points.*  In what ways did your club, other clubs, and your Rotary district adapt during the COVID-19 Pandemic?   * + What could your club learn and do from this adapting? (Good or not so good)   + What benefits can come from increasing your club’s adaptability? | | ***(5)*** | |
| 4. | *Ask 3 or 4 persons to tell their stories. Record key points.*  What are you going to do to enhance member engagement in your club? | | ***(5)*** | |
| 5. | *Ask 3 or 4 persons to tell their stories. Record key points.*  How have you and fellow club members engaged in living out Rotary's core values (Fellowship, Integrity, Service, Diversity, Leadership)? | | ***(5)*** | |
| 6. | *Ask 3 or 4 persons to tell their stories. Record key points.*  As People of Action, how has your club expanded its reach in your community?  What could be done to have it better reflect your community? | | ***(5)*** | |
| 7. | Have the group help you identify key ideas from this session | | ***(5)*** | |
|  | **Total for Breakout #2** | | ***(35)*** | |