



## BART is Coming to Livermore!

### Facilitator's Guide

#### Roundtable Discussions *(40 minutes)*

##### Goal

- Clarify community opinion about Isabel/580, Greenville, and Vasco stations
- Discuss the identified community objectives and how they are achieved by Isabel/580, Greenville, and Vasco stations
- Prioritize these objectives as high, middle, or lower priorities

The discussion exercise builds from the individual worksheets completed by workshop participants. In that exercise, participants how well Isabel/580, Greenville, and Vasco stations achieve identified community objectives. We are using the term "identified community objectives" because these topics were specially called out in Workshop #1 and #2 group discussion and individual comment cards. While there may be other objectives, these nine were brought up consistently over the last two meetings.

In the group discussion exercise, we are seeking to identify the top three highest priority objectives, followed by the middle three and bottom three priorities. We do not specifically need them in numeric order. Please remind participants the objectives do not need to be listed in any implied priority order within these three priority groups.

You will be serving as the facilitator. Ask one member of the group to be the recorder. They will record general comments by priority grouping on the flip chart provided.

1. To get started, ask each member to take a moment and identify their top 3 priority community objectives (out of the list of nine). Ask participants to think quietly to themselves and take a minute to pick their top three. We'll be using this to start the discussion.
2. After a moment, go around the table and ask each person to identify their top 3. They don't yet need to explain why. They can make a brief comment, but we don't need a full justification. As the need is called out, move the related post-it to the sheet. Use this to start the discussion after each person shares their top 3. If there is tremendous agreement and 3 community objectives are consistently called out, move to the middle three priority group and repeat the exercise.
3. Assuming there are more than 3 objectives identified within one priority group, (let's assume there are 5), focus the discussion on the five identified. Sort out those where there was total or almost complete agreement. Move them to the left edge, and then continue to discuss and sort the others.

The discussion is important so don't go to voting until you start running out of time. We are hoping to learn how people made their decisions. (We are not seeking to agree on how they make their selection - just get insight into their selections.) When someone is



advocating for a priority, ask them what they based their decision on. Record these comments and you can refer to them as the group is trying to decide.

4. Keep moving the post-its around until you settle on the three groupings. Record comments that help describe how the group determined what a "high" priority is.
5. You can take a vote if the group gets stuck on one or two objectives. Complete the worksheet with 3 objectives in each priority grouping. Feel free to add any comments on the worksheet.
6. Identify a group reporter. In their report, they will read off the priorities and also provide 1-2 comments per priority group that share how the group reached its decision.

As each group reports, the lead facilitator will create an overall tally of the group responses.

Thank you for your participation.



## Helpful Hints

- **Use Voting Selectively** – quickly identifying each person’s greatest hits by voting can make the process go faster. However, be careful to make sure that everyone feels comfortable and that they’re not just being “voted into the minority.” Make sure that people have a chance to express their opinions about their selections.
- **Suggest using a scale of 1-10 to help the group gauge how well an objective is achieved.**
- **Encourage discussion.** We not only want to learn what people think are “*priorities*” but ask them to discuss *why* they think they are priorities.
- **Identify common ground.** Narrow the discussion down when the same comment describes multiple priorities.
- **One person at a time.** Participants must be courteous to each other – this includes not interrupting other participants, as well as not being too long-winded.
- **Keep the discussion moving.** If you feel that someone is spending too much time on a single issue without resolve:
  - *We only have a minute or so to spend on each topic, so let’s move on.*
  - *If we finish our review of all the Objectives and still have some time left, let’s plan to come back to this one.*
- **Do not let individuals dominate** – politely thank dominant individuals for their input, make sure their points have been recorded, and ask to hear from another participant.

At any time, feel free to hail a workshop representative to help solve a dispute or provide direction.

**THANKS FOR YOUR PARTICIPATION!**