

# CONVERSATION HOST PREP KIT

Thank you for taking meaningful dialogue into the community! It is our vision to engage more people in more ways and in more places than we have ever before, and we're grateful for your role in making that happen.

## How it Works

1. We'll host our monthly Engage Breakfast with a discussion focused on a topic impacting our community.
2. About two weeks after each breakfast, we'll release a video recap of the panel discussion.
3. You'll gather a small group of people (friends, family, coworkers, neighbors, anyone) to watch the video and discuss the topic.
4. Greater Austin benefits from a more connected community who collectively listens to one another.

## Host Preparation

**Structure:** We've put together the following guide for your consideration when leading this conversation. Use this to enhance your discussion but don't let it limit you. It's designed to be helpful, not mandatory. We've constructed four "rounds" of dialogue with a suggested amount of time spent on each. We anticipate that each conversation will last about an hour, however feel free to shorten or length the suggested times to meet the needs of your participants.

**Style:** Each round is characterized by an approach that demonstrates one of Leadership Austin's core values: Inclusiveness, Community Trusteeship, Collaborative Decision Making, and Personal Responsibility. Please let these approaches guide your tone and intention as you facilitate the discussion.

**Framing:** We recommend setting the stage for the conversation before getting started by letting the participants know all of the questions that will be used to guide the discussion. This way they know what is coming and how one round will flow into the next.

## After the Conversation

We'd love to hear a little bit about who participated in your conversation how it went. At the end of discussion, please ask the participants the following questions and record their responses.

### Ask Participants Three Questions:

1. To what degree do you agree or disagree with the following statement:  
*Today's discussion caused me to think differently about this issue. I have a deeper understanding of other viewpoints, regardless of whether or not I agree with them.*

<b>5</b> Strongly Agree	<b>4</b> Agree	<b>3</b> Neutral	<b>2</b> Disagree	<b>1</b> Strongly Disagree
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2. Who has been to an "Engage on the Go" discussion before?
3. Is there anything you'd like Leadership Austin to know about how this discussion went?

Submit the answers as well as a few other details here: [Engage to Go Host Survey](#)

## CONVERSATION GUIDE

Time	Structure	Host Approach	Prompts
10 min	<b>Reflecting</b> – Participants share about the thoughts they brought with them, one at a time, uninterrupted.	<b>Inclusiveness:</b> Create the space where participants feel welcome and safe to share their personal point of view. Ensure all viewpoints are heard.	<i>What thoughts and opinions did you bring with you today about this topic? Why is it important to you?</i>
15 min	<b>Sharing</b> – Participants share their takeaways from the video, one at a time, uninterrupted.	<b>Community Trusteeship:</b> Look for takeaways that consider the common good of Greater Austin and encourage the group to take those deeper.	<i>What are your initial reactions to the video? What did you hear that stood out? What affirmed the thoughts you brought with you and what surprised you?</i>
30 min	<b>Responding</b> – Group members interact in open dialogue, responding to one another’s comments.	<b>Collaborative Decision Making:</b> Foster a collaborative approach that demonstrates the benefit in learning from one another, being influenced by the stories we share and hear, connecting through our values and looking for alternative solutions that meet everyone’s needs.	<i>What has come up for you after hearing the thoughts of others during this conversation? Have you learned something new or heard a perspective that changed the way you understand this topic?</i>
5 min	<b>Committing</b> - Participants share personal calls to action.	<b>Personal Responsibility:</b> Help participants understand that we all play a role in solving our community’s problems.	<i>What is one thing you will do differently after this conversation?</i>