E-syn Facilitator Guidance   Allenna January 10, 2021

The role of the facilitator is to support the teams in following the timing and the protocol and producing a final statement that reflects the content and conclusions of their discussion.

In the on-line environment, Outcome Resolve meetings attempt to be as much like in-person meetings as possible – subject to the opportunities and constraints of the technology.

To begin: the facilitator checks to see that team members and critics are present in the meeting room.

The facilitator may, especially in the first meeting, read the opening question to the team.

S/he then goes over the time schedule of the meeting. Often this is posted with times as well as spoken.

In a fifty minute meeting:
. the team will have fifteen minutes to begin their discussions
. the critics will, in turn, then have up to ten minutes to offer their opinions on the process or the content of the discussions
. critics may pass if they wish
. the team does not discuss or comment on critic contributions until they have finished and the team discussions resume
. the team will have ten minutes to continue their discussions
. the critics may use the next five minutes to again, in turn, make comments
. the team then has the next ten minutes to wrap up their discussion and draft or dictate their final statement from the meeting.

Meetings may determine modifications to this schedule such as offering only one critic segment if the meeting is shorter than an hour.

At the start of the meeting, the facilitator *may* ask each team member in turn to give a short (no more than a minute) statement about how they interpret the topic and their interest in it before general conversation begins.

The facilitator will take notes of the discussions and have them visible to team members.

The facilitator will 'call time' for changeover of team and critic segments.

If one or two people on the team are dominating the conversation or going far off topic, the facilitator may address the team and ask if the whole team agrees with the air time division or direction of the discussion. If the team is satisfied, then conversation resumes as before.

The facilitator then takes the final statement of the team and enters it in the Syntegration topic summary file.