**LISTENING SESSION OUTLINE**

**I. PLANNING TIPS**

a. Decide DATE, TIME, and PLACE

b. Make a list of at 15 - 20 people to invite OR include in the agenda of a regularly scheduled meeting.

c. If organizing a stand alone meeting, contact each person on your list by phone if possible. Try to get a firm commitment.

d. Establish one facilitator to guide the conversation + one notetaker to record concerns raised per every group of 10 - 12 participants.

**II. MEETING**

a. Facilitator Sample Opening:

• Today we are taking part in a listening session, as a part of a larger countywide effort to engage 800 Orange County residents so that we can better understand what is happening in our community in light of COVID-19, and to reconnect with each other after a full year of physical distancing.

• This effort is organized through Orange County Justice United, a ministry supported by our congregation. This conversation will help Justice United identify the top pressures in our community and will lead to the creation of a grassroots agenda for change that will be shared by 20 religious institutions and non-profits across our county.

• As the leader of this listening session, my job is to guide the conversation. It is my job to

make sure each person gets to share. My job is to help us all tell stories instead of opinions or solutions. And so, I might have to interrupt you...is that okay?

• FOCUS QUESTION: "Tell us a short story about pressures that you, your family, or your immediate community are facing. Be sure to explain why this concern matters to you personally if it isn’t obvious.

**III. STORIES/CONVERSATIONS**

• Facilitator models by sharing their story (3 mins max).

• Invite all participants to respond to the focus question (example above).

• This is NOT a survey. Engage people instead of just interviewing them.

• Ask someone to react to someone else's story: What do you think of Mrs. Garcia's story?

Have you ever had a similar experience? Do you feel the same way or differently? Why?

Does that surprise you?

**IV. SUMMARY**

• Ask the note taker to summarize what was learned.

• Ask the group to react to the summary. What are the two to three themes that run through what we discussed here today?

**V NEXT STEPS:**

• Be clear that we want this conversation to go somewhere.

• Propose next steps: Will you recommend other people that we should talk with?

**VI. EVALUATION:**

a. Who caught your attention as having talent and energy? Who is a leader or potential leader? What makes you think that?

b. ***Send notes from each listening session and list of potential leaders to*** [***devin@ocjusticeunited.org***](mailto:devin@ocjusticeunited.org)***.***

**LISTENING SESSION REPORT FORM**

**BASIC INFORMATION:**

Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notetaker Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE TAKER INSTRUCTIONS:**

* **During the Meeting:** Record participant names and their concerns as they are mentioned.
* **At the Conclusion:** Ask the group to prioritize the top three concerns that were most commonly felt during the conversation.Consider grouping concerns into broader categories.
* **Submit Notes after the Session.** Send the summarized list of concerns to devin@ocjusticeunited.org. Also note the names of any potential leaders identified during the session.

**PRIORITY CONCERNS:**

1.

2.

3.

**NAMES OF POTENTIAL LEADERS:**

**SAMPLE NOTE TAKING FORM**

RECORD PARTICIPANT NAMES AND THEIR CONCERNS BELOW. PRINT MULTIPLE PAGES AS NEEDED.

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN:

NAME:

CONCERN: