

SUBGROUP DISCUSSION MEETING

1. Who would like to start the reading ? You can read as much as you like and pass.

(Leader Note: If a reading time limit was previously set and that time has expired ...)

2. It's been __ minutes, we should stop reading so all will have a chance to share.

(Leader Note: After the reading remind the subgroup of the following...)

3. Please note you don't have to share.

4. We don't share in any particular order or on a particular topic.
It can be the step or characteristic for today or anything pressing for you.

5. We accept without comment or reaction what others share because it is true for them. Sometimes sharing involves tears. This is part of our process and does not require kleenex unless specifically requested by the person sharing.

6. In the sharing period only immediate procedural questions are answered.
For example: "How much time do I have left ?"

7. Reference someone else's sharing in only the most general way
like "What's been brought up for me is...".

8. Indicate explicitly when you've finished sharing like "Thank you for listening".

9. Each member will have __ minutes to share.
When someone's sharing is approaching the time limit I will indicate so by _____
(Leader Note: for example waiving my watch, tapping my pencil ...)
It would be helpful if you could acknowledge that in some way.

10. Would anyone like to start the sharing ?
(Leader Note: If no one volunteers it might be helpful if the leader starts)

(Leader Note: After everyone who wants to has shared once and there is time left)

11. We have __ minutes left. Who would like to share again.

*(Leader Note: When no one wants to share again and there is time left.. let silence be if that occurs.
We can learn from silence. However if after a few minutes of silence...)*

12. We have __ minutes left. By a show of hands, who wants to end the meeting ?
And by a show of hands who wants to re-read the step or characteristic ?

*(Leader Note: **no later than 8:45 PM** ...)*

13. This concludes the sharing. Thank you everyone.

14. *(Leader Note: return to chairperson for formal closing)*