


I

OPENING



*Drama of
Humaness

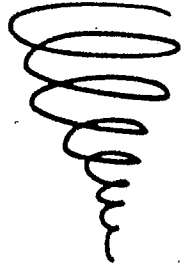
*Introduction
Conversation

*Overview

9:00

II

CONVERSATION
METHOD








O.
R.
I.
D.

"O.R.I.D."

- 1) Objective
- 2) Reflective
- 3) Interpretive
- 4) Decisional

III

WORKSHOP
METHOD



	I	II	III	
C.	B.	G.	C.	R.
				

- 1) Context
- 2) Brainstorm
- 3) Group
- 4) Consensus
- 5) Reflection

9:45

IV

LUNCH

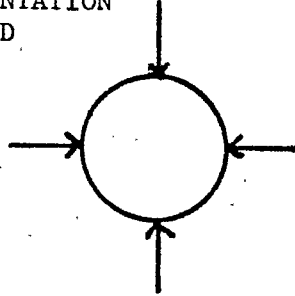



*Leadership
Conversation

12:00

V

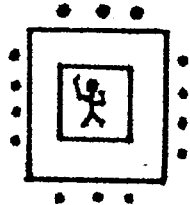
PRESENTATION
METHOD



- 1) Objective: Remember/
Experience
- 2) Brainstorm
- 3) Gestalt
- 4) 4 X 4
- 5) Board Image

VI

MEETING
METHOD




"S.T.E.M.P."

- 1) Intentional SPACE
- 2) Organized TIME
- 3) Planned EVENTFULNESS
- 4) Participation METHODS
- 5) Meeting PRODUCT

1:00

VII

CLOSING



*Reflection

*Evaluation

*Future

*Sendout

3:30

4:00

I - WLI OPENING

Date: 10/29/83

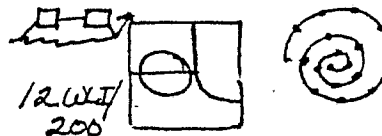
Remember:

A new vision about living on the Westside.

Experience:

Get familiar with one another and create anticipation of the day.

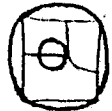

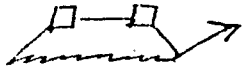
Board Image:



Materials:

Participant manuals
Pencils
Name tags
Registration forms

MOVEMENTS

PRELUDE	I. INTRODUCTIONS	II. WLI OBJECTIVES	III. OVERVIEW	POSTLUDE
<p>Host introd. staff. Song: Chicago is a Wonderful Place, p.2 *Singing pulls group together *What other songs written about Chicago? *Sing second time. *Everybody finally loves to sing, although won't admit publicly. *Point is to get your voice out; passion is key.</p> <p>"Drama of Humaness", p.1 (Way to talk about the city; way to start a meeting by calling group to attention)</p>	<p>Introductory Conversation: Get to know each other.</p> <ol style="list-style-type: none"> 1. Give name and greatest hero/heroine (go around table) 2. How did you get to know them? 3. How have they influenced your life? 4. What do they say to you? 5. What is the one message they are declaring? <p>(Keep it crisp and short!)</p>	<p>Introduction:</p>  <ol style="list-style-type: none"> 1. Westside vision: resurgence  2. Dynamics of social change  3. WLI strategy: Pilot → 12 → WSMA WLI (200) 4. Benefits: *Westside network *Your group/mission *Your career *Your vocation 	<ol style="list-style-type: none"> 1. Meetings *can kill the spirit *people who kill the spirit should be put in jail *how do we change meetings that kill the spirit (from movement meetings to City Council to half the meetings we go to) 2. Four Methods, p.4 *Use these methods to create spirit in meetings: <ol style="list-style-type: none"> 1. Conversation 2. Workshop 3. Presentation 4. Meeting "glue" 3. Procedure <ol style="list-style-type: none"> 1. Demonstrate 2. Method steps 3. "Hands on" learning 4. Reflection 	<p>Any questions?</p> <p>Let's get into it!</p>
Time: 9:15 (5) 9:20	(15) 9:35	(5) 9:40	(4) 9:44	(1) 9:45

Total of 30 minutes!

II - CONVERSATION METHOD

Draft 4

Date: 11/10/83

Remember:

Remember "ORID"

Experience:

I can do this method because it is practical, effective, and simple to do.

Board Image:



- O.
- R.
- I.
- D.

Materials:

Ironman picture

MOVEMENTS

PRELUDE	I. DEMO: "Ironman"	II. METHOD	III. EXERCISE	POSTLUDE
<p>Spiral O.R.I.D.</p> <p>Directed conversation: many people never realize there can be a method to a conversation</p> <p>Can do conversation method on anything: issue, movie, book, news, family, counseling</p> <p>Now let's look at this picture (ironman)</p>	<p><u>OBJECTIVE</u>(senses): (go around table) *First notice or see? *Color? Material? *Male or female?</p> <p><u>REFLECTIVE</u>(feelings): *What "he" doing? *Say what like about? *What "its" emotion? *When last time you felt like "it"?</p> <p><u>INTERPRETIVE</u>(mind): *Who remind you of? *Stand for? Symbolize? *What meaning could this have for your life? *What meang. for W/S?</p> <p><u>DECISIONAL</u>(heart/will): *What inscription on statute? *What is "it"saying/to us?</p> <p>Offstage: Just 18'piece welded iron on Jackson called "Ironman" and he just stands(run down/put back up/kids play on</p>	<p>Pull curtain on conversation:</p> <ol style="list-style-type: none"> 1.What made this a good conversation? 2.Walk through "ORID" steps on worksheet, page 5. 3.Recall questions asked in conversation and identify level. 4.State importance of following step sequence. 5.Turn to page 6. Discuss objectives (Remember?Experience?) Use "Ironman conv." as ex: R: Take lingering picture of Ironman with them. E:"I can stand in any situation." 	<p>Assign 3 conversations:</p> <ol style="list-style-type: none"> 1.Movie ("Gandhi") 2.School strike/educatn 3.Celebrating Thanksgiving (5) <p>In teams: (page 6, lead from head of table)</p> <ol style="list-style-type: none"> 1.Begin with conversatn objectives(remember/experience) 2.Brainstorm questions (write on side of page) 3.Order questions on worksheet, p.6 4.Discuss opening/closing comments. -- Give clues -- (10) <p>Each team lead the total group in conversation. Read questions (3min/ec)</p> <p>Reflect on last conversation:</p> <ol style="list-style-type: none"> 1.Questions remember? 2.What main thought want remembered? 3.What want people to experience? 4.Have team tell their objectives. (5) 	<p>1-2 responses:</p> <ol style="list-style-type: none"> 1.Why this a valuable method? 2.Ex.how use family/work: Johnny comes in crying: Where hurt? How bad?What happened? What can we do about it? 3.What helpful clues to using this method you noticed? 4.Now what are the 4 steps of the method? <p>Offstage: My experience of these 4 methods, this one most valuable. Use in everything I do. So hope you will put in methods bag. Make one of your best friends. Do we need a 5 min. break?</p>
<p>Time: 9:45 (5)</p>	<p>9:50 (10)</p>	<p>10:00 (5)</p>	<p>10:05 (35)</p>	<p>10:40 (5)</p>
				10:45

III - WORKSHOP METHOD

Date: 10/29/83

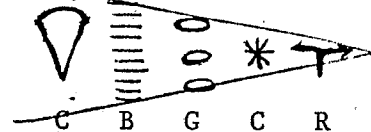
Remember:

Teach 5 steps of workshop.

Experience:

I will use this method in regular planning.

Board Image:



Materials:

- masking tape
- 3 X 5 cards
- markers
- butcher paper

MOVEMENTS

PRELUDE	I. DEMONSTRATION	II. METHOD	III. EXERCISE	POSTLUDE
<p>Workshop Intent:</p> <ul style="list-style-type: none"> * Effective problem solving * Develop teamwork * Tool for "managing participation" * Articulate concensus 	<p>Role play:</p> <p>Set-up the Mayor's Town Meeting</p> <hr/> <ol style="list-style-type: none"> 1. Write down 3 things to do to prepare for the Mayor's Town Meeting & star best. 2. Go around and get best from each (assign 2 scribes to write on cards) 3. Place cards on board 4. Add others. 5. Group in like areas. 6. Draw chart with priority/flanking categories. 7. Decide key/priority for center of chart. 8. Next steps - WWWWH 	<p>Reflection:</p> <ol style="list-style-type: none"> 1. What steps did we go through? 2. What happened to us as we did the process? 3. What does the process do? Not do? <hr/> <p>Walk through workshop steps, page 7</p>	<p>Three workshops:</p> <ol style="list-style-type: none"> 1. (Decide ahead) 2. 3. <p>Have people volunteer for groups and choose one to be the leader.</p> <p style="text-align: right;">(5)</p> <hr/> <p>Teams (15)</p> <p>Reports: (each group)</p> <ol style="list-style-type: none"> 1. What happened? hard? easy? 2. How feel in front of group? 3. Where forget mechanics and start to get involved? 4. What gimmicks were used to get everyone's participation? 5. Things remember in leading a workshop (never forget; never do -- no failures, only learnings) <p style="text-align: right;">(10)</p>	<p>METHOD REFLECTION:</p> <ol style="list-style-type: none"> 1. What are the 5 steps of a workshop? 2. Where can you use this method? <p>The next steps are implementation: WWWWH (who, what, where, when, why & how)</p> <p>MORNING REFLECTION:</p> <ol style="list-style-type: none"> 1. What remember from this morning? 2. This afternoon we will learn two more basic meeting methods <p>Announcement for lunch:</p>
<p>Time: 10:45 (5) 10:</p>	<p>55 (15) 11:</p>	<p>10 (10) 11:</p>	<p>20 (30) 11:</p>	<p>50 (10) 12:00</p>

IV - LEADERSHIP CONVERSATION (Lunch)

Date: 10/29/83

Self-conscious about image of their leadership "vocation"

Experience profound conversation and power it has in a group.

Board Image:

Materials:

Sack lunch

MOVEMENTS

PRELUDE	MOVEMENTS			POSTLUDE
	I.	II.	III.	
<p>Break and return to table to eat together "to save time"</p>	<p>Song: Life is Good</p> <p>Preschool ritual:</p> <p>Food is good, right? Life is good, right? All is good, right?</p> <p>What do you say? It's OK. (repeat 3 times)</p> <p>Let us eat and drink.</p>	<p>E A T I N G</p>	<p>While you continue eating,</p> <ol style="list-style-type: none"> 1. What is one of your leader roles, here or elsewhere (around) 2. One word comes to mind when I say "leadership"? (around) 3. What are the struggles in being a leader today? 4. Where have you seen "burnout"? 5. What sustains you in your leadership decision? 6. What "keeps you keeping on"? 7. So what is down underneath being a leader? 	<p>It's good to talk like this.</p> <p>Find it sustains me.</p> <p>Let's clear and get going right away.</p>
<p>Time: 15"</p>	<p>12: 15</p>	<p>10"</p>	<p>15"</p>	<p>12:45</p>

V - PRESENTATION METHOD

Draft 4

Date: 10/29/83

Remember:

4 X 4 is a method to convey images to allow situation to change

Experience:

Give permission for people to risk being in front of a group and giving a talk

Board Image:







- 1.Objectives
- 2.Brainstorm
- 3.Group
- 4.4 X 4
- 5.Board image

Materials:

- 3 X 5 cards
2 magic markers

MOVEMENTS

PRELUDE	I. DEMONSTRATION	II. METHOD	III. EXERCISE	POSTLUDE
<p>Song: 4 X 4, page 3 (round)</p> <p>Conversation:</p> <ol style="list-style-type: none"> 1. When is one time you have been asked to give a report/speech presentation? 2. What is your response when someone asks you to get up in front of a group? 3. What are the elements of an ineffective speech/talk? 4. What are the elements of an effective speech/talk? <p style="text-align: center;">A</p>	<p><u>IMAGINAL PRESENTATION</u></p> <ol style="list-style-type: none"> 1. People live out of images.  2. Images can be changed  3. When images change, people change.  4. When people change, history changes.  <p style="text-align: center;">A</p>	<p>Reflect on presentation</p> <ol style="list-style-type: none"> 1. What remember from this talk? 2. What images used on blackboard? 3. What make you think of? 4. What were the 4 key points? 5. What say was objective in giving talk? 6. What presenter want the group to experience? <hr/> <p>Review steps of presentation method, page 8:</p> <ol style="list-style-type: none"> 1.Objectives 2.Brainstorm 3.Group 4.4 X 4 5.Board image <p style="text-align: center;">B</p>	<ol style="list-style-type: none"> 1. Brainstorm (*assign 2 scribes to write cards) 2. Determine objectives 3. Gestalt into 4 areas. 4. Have participants write on worksheet, p.8. (15) <hr/> <p>Divide group into 4 sub-groups: Each sub-group decide *4 parts or their arena *key board image *opening/closing sentences (15)</p> <hr/> <p>Return as total group and give talk (each sub-group giving their section) Reflect on whole. (10) B</p>	<ol style="list-style-type: none"> 1. What did we do this past 1 1/2 hours? 2. Who can name the 5 steps to the presentation method? 3. Which step hardest? Easiest? 4. How could you see yourself applying this method? In what situations? <p style="text-align: center;">A</p>
<p>Time: 1:15 (5)</p>	<p>1: 20 (10)</p>	<p>1: 30 (10)</p>	<p>1: 40 (40)</p>	<p>2: 20 (10) 2:30</p>

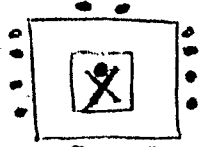
TALK TITLE: _____		
OBJECTIVES		Brainstorm:
Remember:	Experience:	

I: _____ 1. 2. 3. 4.	II: _____ 1. 2. 3. 4.
Image:	Image:
Image:	Image:
III: _____ 1. 2. 3. 4.	IV: _____ 1. 2. 3. 4.

MAJOR IMAGE

VI - MEETING METHOD

Date: 10/29/83

<p><u>Remember:</u> Effective meetings are intentional</p>	<p><u>Experience:</u> "I can lead eventful meeting and care for people"</p>	<p><u>Board Image:</u> S.T.E.M.P. </p>	<p><u>Materials:</u> Journal quotes page</p>
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MOVEMENTS

PRELUDE	I. INEFFEC/EFFECTIVE MTG II. DEMONSTRATION III. PRACTICE			POSTLUDE
<p>Song: Marching Ahead, page 3</p> <p>Image of a meeting: 1. Leading a meeting have to deal with operating images of group. 2. Can't change without dealing with peoples images. 3. Images out to give life. 4. Remember: if kill spirit of people in a meeting, an unnecessary crime.</p>	<p>1. Each one list 3 qualities of an ineffective meeting. 2. Quickly go around & here one from each. 3. Now list 3 qualities of an effective meeting 4. Have scribes write down responses, 5-10 on cards.</p> <p>Illustrate S.T.E.M.P.: 1. Intentional <u>SPACE</u> 2. Organized <u>TIME</u> 3. Planned <u>EVENTFULNESS</u> 4. Participation <u>METHODS</u> 5. Meeting <u>PRODUCT</u></p>	<p>Walk through meeting format, page 9.</p> <p>Illus. with 5th City as example of effective meetings: *chart for leader rotation *held 3-4 every Wed. *begin/end on time *each person has copy of meeting format at each meeting</p> <p>Context words like ritual/accountability: *every meeting begins with some form of ritual (rap of gavel, "may I have your attention) *acct-care for total group, spirit of group</p> <p>Decide what group meeting to demonstrate.</p>	<p>Fun - risk - 5min. to prepare</p> <p>1. Break into 5 groups, representing each of the movements of a meeting format (page 9) 2. Group prepares to (5) lead total group in their part of meeting 3. Presentation (20) 4. Reflection on mock meeting: * How does it get participation? * What is the most important part? * Why? * Where would it be hard to lead? * Where could this be really effective in your situation? * Where adjust it for different situations? (5)</p>	<p>1. What difference can this make in your meetings? 2. What will you need to work on most? 3. Remember: -Conversation method -Workshop method -Presentation method are the keys to effective meeting</p> <p>Just add the spirit and the glue.</p>
<p>Time: 2:30 (5) 2:</p>	<p>35 (10) 2:</p>	<p>45 (10) 2:</p>	<p>55 (30) 3:</p>	<p>25 (5) 3:30</p>

The greatest resource a community has is its own people.

A people cannot live only by brooding over the past; they must invest all their energy and ability in the future.

You do not lead people by yapping at their heels like a dog herding cattle. You can lead people only by being one of them.

Everything that works today began with a vision and a group of people prepared to work for it.

CONVERSATION REFLECTING ON THE QUOTE

The following questions can be used on the quote for the day:

1. Read the quote aloud.
2. What words struck you?
3. How does it make you feel?
4. What real life situation does this quote bring to mind?
5. What are the implications of this for us?

VII - CLOSING REFLECTIONS

Date: 10/29/83

Remember:

To reflect and commission

Experience:

Intend to use methods on behalf of

Board Image:

Materials:

5th City cards
Methods manuals

MOVEMENTS

PRELUDE	MOVEMENTS			POSTLUDE
	I. REFLECTION DAY	II. EVALUATION	III. FUTURE ANTICIPATIONS	
<p>Song:</p> <p>Been a great day.</p> <p>Want to spend a few minutes reflecting, evaluating, anticipating, and send ourselves out at 4:00</p>	<ol style="list-style-type: none"> 1. First thing do today? 2. The day walk through (by someone) 3. Board images 4. Phrases/words 	<ol style="list-style-type: none"> 1. Highlights 2. Rate four methods personally/group (Each person write down key method. Go around.) 3. Suggestions for future WLIs (facilitators write down responses) 	<ol style="list-style-type: none"> 1. Where you need most to work - which method? (go around) 2. How can this group continue to practice and use these methods? 3. Other persons/groups like to see have WLI (pass sheet) 4. Invite to Dec. 10 from 9:00-12:00 for evaluation and next steps for Westside Methods Auxiliary. 	<p>SENDOUT:</p> <p>(I want X to send us out in a minute.)</p> <ol style="list-style-type: none"> 1. Great group! Let's stay in touch. 2. Pass out manuals. 3. Tues. 7-9 PM Westside Methods Auxiliary meeting at 3350 West Jackson. <p>Come be on the WLI team!</p> <p>Phone 265-1902 if want to attend Tuesday training. (Pass out 5th C. cards)</p> <ol style="list-style-type: none"> 4. Sendout (X) <p>(Team decide where to go for reflection WLI)</p>
<p>Time: 3:30</p>	<p>(5) 3:35</p>	<p>(5) 3:40</p>	<p>(10) 3:50</p>	<p>(5) 3:55</p> <p>(5) 4:00</p>