

PROCESSES



Simultaneous Round Table

Purpose:

To gather ideas on various topics pertaining to your school community health and allow for participants to build on other people's ideas in a timely manner. This process is quick and good to do in staff meetings where time is limited.

Materials:

Paper, pencils, pens for everyone.

One envelope for collecting papers in at end of the activity to keep everything together.

Time for Process:

Approximately 10 to 20 minutes.

Pre-process Steps:

1. Think of questions or topics that you want to get your staff engaged in and/or want feedback on. Some example of topics could be: activities in the school action plan, whole-school events, or parent nights.
2. Write your questions or topics on separate sheets of paper (one topic per paper). There should be enough for one per participant attending.

Process:

1. Explain to participants that gathering ideas is extremely important for continued growth and development. You are doing this process because it is a quick way for everyone to contribute their voice.
2. Form groups of 6-8 (if group is smaller, break up into pairs or two groups).
3. Hand out a different topic or question sheet to each person. By the end, everyone should have a paper with a different question/topic on it.
4. Ask each participant to write a response to their question/topic. Once they are done, they pass their paper clockwise within their group. The person receiving it adds their input to the existing responses and then continues passing it to the next person in the group.
5. Participants continue to pass the questions/topics around their group until everyone has had a chance to respond to each one.
6. As each group finishes, ask one representative from each group to collect the responses and place them in the envelope so you can compile them.
7. Thank participants and explain what will be done with the compiled information (see next steps).

Next Steps:

Use these responses for yourself, share them at an APPLE Core Meeting, or post them in the staff room to allow staff a chance to look at all the responses in a non-formal way.