

Speeches, Facilitation, and Note Taking Rubric

75 points - graded individually, based on your assigned tasks

Facilitating task (deliberative) processes, including speeches

Fosters Depth

- Helps participants to do their best thinking
- Encourages deep reflection on benefits and trade-offs; gets beyond surface observations
- Asks open-ended, focused questions that are relevant to topic

Fosters Deliberativeness

- Resists the tendency to focus initially on what is practical, and instead helps participants to consider what they find valuable
- Highlights tensions, ambiguity, or “gray areas” unearthed during discussion
- Prevents the conversation from becoming a debate

Maintains Neutrality and Credibility

- Functions as a facilitator rather than a lecturer or contributor
- Remains open to alternate solutions, approaches, benefits, and trade-offs that your group might not have considered

Remember, the speech-like portions themselves should be extemporaneously delivered, and should be clear, engaging, and conversational in style.

Facilitating social processes

Fosters Clarity

- Draws out key ideas by consistently *paraphrasing* (p. 344 of Kaner, “Facilitation Skills”), *summarizing* and *tracking* key themes
- Encourages sustained deliberation of a line-of-thought, via follow-up questions

Manages Logistics

- Manages time so that all elements are given fair consideration
- Handles facilitation challenges effectively (disruptions, misinformation, monopolizing participant, slow start to conversation, etc.)

Note Taking

- Captures main ideas offered by participants
- Paraphrases and summarizes, rather than recording verbatim
- Asks for clarification from participants as needed
- Prints neatly and organizes ideas effectively