

# Neighbor2Neighbor

## Conversation planning guide

### BEFORE YOUR MEETING

Set a time and place

Invite your friends and neighbors

Obtain and set out light snacks

Provide a link to the [Are We An Us?](#) guide on the [One Community One Columbia blog](#). Or print out the pages for the approach you want to discuss. See “miniguides” on the blog.

Review “reporting back” questions ahead of time (see “After Your Meeting Below”).

Download the “Participant’s Role in Dialogue” summary from the blog.

Also have paper, index cards and pens.

### AT YOUR MEETING

**Greet and thank those who have come! Explain what and how you will “report back” to the Tribune. Give a brief overview of the guide.**

Hand around relevant pages from the guide. Invite anyone interested to review and mark things that resonate with them. Let everyone know there will be an opportunity for discussion after your BRIEF opening remarks.

Make some opening remarks. Consider covering the following:

**What this is:** A discussion invited by the Columbia Daily Tribune, which is looking at how newspapers can help support community conversation and action through a “learning exchange” sponsored by the Kettering Foundation. Additional points you might add include:

We are focusing on ways in which our community might better work together as it moves forward.

This will take more than one conversation. You can read online about some of the conversations that have already occurred and others that are occurring or planned.

Let those present know that you would like to hear all ideas, that if needed you will ask people to take turns, and will also from time to time invite those who are speaking less than others if they would like to speak.

Ask all if they will agree to listen to each other and help others be heard

Then, invite discussion. See next page.



**Invite discussion.** You might begin by asking each person to say something about why they are there or share a connection they have with the community. Then invite participants to start discussing the issues in the guide. You might ask what resonated with them, or introduce each of the themes and ask participants which they would like to start discussing. As they talk about the suggested actions and concerns, participants may want to offer additional solutions, and that is fine. If they do have other suggestions ask about underlying values and interests and what trade-offs might be required. Try to include suggestion made, why, and related trade-offs in your summary report back to the Trib.

### “Wrapping up”

Invite individual reflection — for example, you might ask, has your own thinking, either about the issue or how others think about it, changed as a result of this discussion?

You could invite each person present to summarize a key idea or thought that they will take away from the discussion.

Ask the group whether it believes it identified any shared purpose or direction, and if so what they might be willing to do individually or together to move forward.

Review the key points that will go into your “summary report” and invite feedback.

Thank your participants!

Share info on how to participate in our Trib Talks forums and related events. This is posted on [our blog](#) and summarized at the end of the guide.

### AFTER YOUR MEETING

Report back through this link: <https://www.surveymonkey.com/r/2CLQWWL> on date, time and place that your event was held, the attendance, concerns noted, solutions proposed and other feedback received during your dialogue.

Participate in our next Trib Talks forum and watch for future events.

# THANK YOU!

For holding your conversation.