

Insight and solutions groups – roles and format

What are the different roles in the groups?

1. The **problem presenter** – this person presents a problem or issue to the group
2. The **process facilitator** – this person keeps strict time and manages the group and keeps them on task
3. The **graphic recorder** – this person takes written or visual notes of the process
4. The **creative thinkers** – this is a team of ‘thinkers’ who use their creative thinking skills to brainstorm ideas and solutions

How will the groups run?

- Ground rules (initial session) or feedback from previous session (if second or third). **10 minutes**
- Problem selection. Each participant summarises (in 1 – 2 sentences) a ‘problem’ situation that they would like to discuss. After this the group will be invited to select which problem to select as the focus for the remainder of the session. **10 minutes**
- Problem presentation. The problem presenter has up to 5 uninterrupted minutes to share information regarding the issue / problem. **5 minutes**
- Problem questioning. Other participants ask the problem presenter questions about what they have heard. **10 minutes**
- Responses and ideas. The problem presenter and other participants share thoughts and ideas about moving forward, including (possibly) ‘solving’ the problem. **15 minutes**
- Dialogue. The problem presenter chooses 2 or 3 of the ideas suggested by other participants that they would like to hear more about. Through the subsequent discussion the nature in which the ideas generated correspond with problem situation is clarified. **10 minutes**
- Next steps. Participants (including the problem presenter) decide upon – in response to the previous discussion – steps that are doable within the next few days. One of the facilitators will phone this participation during the next week to see if it has been possible to get started. **5 minutes**

- Summary. One of the facilitators [ASDOS teacher or EP] summarise the discussion and next steps. Each participant is then asked to say a word or sentence about their experience of participating in the session. **5 minutes**

During the session one of the facilitators [ASDOS teacher or EP] will record key points on a white board / interactive white board as well as next steps.