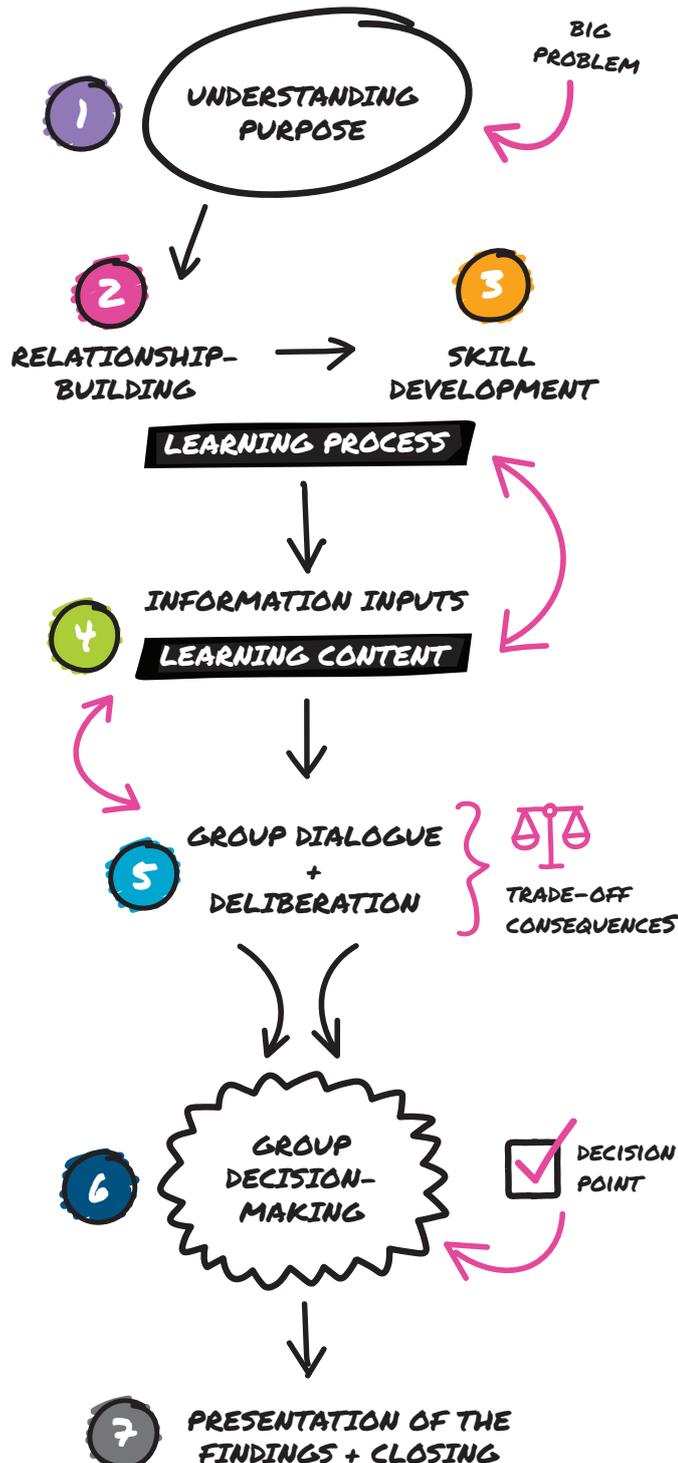


FACILITATING DELIBERATION

A PRACTICAL GUIDE

THE SEVEN STEPS FOR FACILITATING DELIBERATION

At the heart of MosaicLab's BIG BOOK is a step-by-step guide to facilitating and delivering a deliberation. Below, we have mapped out and summarised these steps. The book explores their application in full detail.



Each facilitation step has multiple sub-steps. Read on to discover them ...

THE 34 SUB-STEPS

The seven core steps are each underpinned by a set of sub-steps for facilitators. These are listed below.

1

Meeting the group and introducing the remit, the scope and the level of influence

- 1.1 Welcoming the deliberators
- 1.2 Indigenous welcome and sponsor's welcome
- 1.3 Process information
- 1.4 The remit

2

Developing respectful relationships among deliberating participants

- 2.1 Relationship-building
- 2.2 Group agreements

3

Enabling group members to learn, think critically, communicate and collaborate

- 3.1 Social Styles
- 3.2 Brain biases and critical thinking

4

Presenting detailed information on the topic from diverse sources

- 4.1 Background reports
- 4.2 Site visits
- 4.3 Speakers
- 4.4 Lived experience
- 4.5 Nominating speakers
- 4.6 Requesting information
- 4.7 Speakers requested by the deliberating group
- 4.8 Understanding key trade-offs

5

Facilitating group discussion, ideas generation and weighing up of options

- 5.1 Principles and criteria
- 5.2 Vision setting
- 5.3 Ideas generation and clustering
- 5.4 Collaborative writing – ideas and recommendations
- 5.5 Reviewing the recommendations and testing the level of support
- 5.6 Combining and letting go
- 5.7 Refining and rewriting recommendations and second review

6

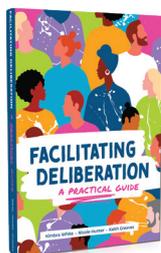
Supporting the group to refine its ideas and reach agreement

- 6.1 Feedback from the sponsoring organisation on draft recommendations
- 6.2 Final refinement and rewriting of recommendations
- 6.3 Agreeing on the final recommendations – the walk through

7

The group presents its report to the sponsor and reflects on the deliberation experience

- 7.1 Setting up for the report's presentation
- 7.2 Writing minority reports
- 7.3 Report formatting
- 7.4 Preparing the presentation
- 7.5 Presentation of the group's report to decision-maker(s)
- 7.6 Closing
- 7.7 Second presentation
- 7.8 Sponsoring organisation's decision and response



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