

## STEPS FOR A SUCCESSFUL FACILITATED COMMUNITY CONVERSATION

	Step	Explanation
1	Determine your area of investigation	<p>Being clear about what you want to explore through the community conversation is an important first step. Some possible questions are:</p> <ul style="list-style-type: none"> <li>• How did the local community experience the war and what does this mean to this community today?</li> <li>• How can this community commemorate and keep alive the memory of the war experience? What can we learn from their war time experience that's relevant today?</li> <li>• Develop a short written statement of 1- 2 paragraphs to clarify your thoughts. It will also assist at step 7 when you begin communicating with others to involve them in the research and/or participate in the conversation</li> </ul>
2	Identify a local community	<p>Some potential ways to do this is to think of how the community might be special in a significant way. For example:</p> <ul style="list-style-type: none"> <li>• Large number of enlistments</li> <li>• Large number of deaths during the war</li> <li>• Presence of POW camp</li> <li>• Indigenous community/mission located there</li> <li>• Presence of a cultural or national group - a large number descendants German or Italian immigrants from late nineteenth century (Hahndorf in SA)</li> <li>• Community with an investment in its history from a tourism or national perspective e.g. Ballarat</li> <li>• Is the focus of a particular interest or event</li> </ul>
3	Undertake some preliminary research on the community	<p>Knowing a few things about this community's wartime story will help with communicating at step 7. Some possible questions to investigate at this point might be:</p> <ul style="list-style-type: none"> <li>• Who went to war and who stayed home? What were their motivations? Are there any standout individuals?</li> <li>• Who didn't come home? Who did come home and what happened to them?</li> <li>• How did the community recognise those who served?</li> <li>• What did the women, children, and older residents do during the war?</li> <li>• How did families cope with death and those wounded?</li> </ul>

		<ul style="list-style-type: none"> <li>• What was it like for minority groups living in this community during the war?</li> <li>• How did the community get news of the war?</li> <li>• Did the community undertake activities to support (or oppose) the war?</li> <li>• What parts of pre war life continued, for example, sports events, dances?</li> <li>• What buildings used in the war still stand?</li> </ul>
4	Make a list of potential interested individuals and community groups	<p>This will help you to identify:</p> <ul style="list-style-type: none"> <li>• Partnerships</li> <li>• Conversation participants</li> </ul> <p>Some people/groups will want to work with you to organise and run the conversation. Others may just want to participate on the day</p>
5	Find out some information about these potential partners and participants	<p>Considering their backgrounds and interests will help to factor in what their interests and needs may be. People will have varying motivations for becoming involved and this needs to be considered before contact. What will they get from being involved? By undertaking this step you can speak to their world rather than just coming from yours. Some possible interested partners/ participants</p> <ul style="list-style-type: none"> <li>• RSL</li> <li>• Local history centres</li> <li>• Local Government</li> <li>• Local schools</li> <li>• Local community groups e.g. Hall committee, sports groups, cultural groups</li> <li>• Local residents or members of wider community known to have memorabilia, research or interest</li> </ul>
6	Identify any sources of grants	<p>Apply for a grant will help you with funding the conversation e.g. venue hire, production of materials, catering. Potential sources are:</p> <ul style="list-style-type: none"> <li>• Local federal parliamentarians through the Anzac Centenary Local Grants Program</li> <li>• State government departments with a community capacity building focus</li> <li>• Local government grants to community for special projects</li> </ul>
7	Make contact with potential partners/ participants	<p>Arranging a meeting can be through phoning or emails. Phone calls are easier and allow you to build a relationship with people quickly. Keep a record/log of whom you have called, on what date, and what was talked about.</p>
8	Organise a meeting (s)	<p>Based on the level of interest at step 7 organise a meeting. At this meeting you will need to:</p>

		<ul style="list-style-type: none"> <li>• Explain your idea further and talk about what you have discovered about the community through your preliminary research</li> <li>• Lead a discussion about potential areas of interest and possible ideas for the conversation</li> <li>• Describe what the benefits of holding the conversation will be</li> <li>• Decide how the conversation can be funded</li> <li>• Decide if any products or displays can be produced that will assist people to understand the community's experience. To be able to participate well it's likely they will need to have some information. This could be a display of information, a short video, a booklet of information, a written story, and guest speakers.</li> <li>• Set a date for the conversation and identify the facilitator/leader of the conversation?</li> <li>• Determine who is interested in assisting, for example, researching an element of the community experience, or facilitating a group in the conversation, or helping with administrative tasks such as inviting participants, booking venues and catering.</li> </ul>
9	Develop detailed task list	<p>This should identify what needs to be done, by whom and when. This needs to be shared amongst the group involved in holding the conversation.</p> <p>Some of the things to be considered additional to those at step 8 might be</p> <ul style="list-style-type: none"> <li>• Will additional small group facilitators be required? This will be needed if the number of participants exceeds 15-20 people. Who can do this? Do they need some guidance or 'training'?</li> <li>• How will the conversation be recorded?</li> <li>• What products/ displays are to be produced to aid the conversation process?</li> <li>• How to cater for participants with special needs, for example poor hearing, or eyesight</li> <li>• What to do if the conversation is being dominated by a few people</li> <li>• How to follow up with participants so they can access any photos or other outputs of the conversation.</li> </ul>
10	Hold further meetings as required	This helps to stay on track to ensure all tasks are completed and keep up the motivation
11	Hold the conversation	<p>The conversation will consist of 2 parts.</p> <ol style="list-style-type: none"> <li>1. The conversation requires an introduction or exposure to the topic. This will have been decided at step 8. It might be a display, some speakers sharing a particular story about</li> </ol>

		<p>some element of the community's experience, or the soldiers who served.</p> <p>2. The participants then hold the conversation led by the facilitator who helps the group to share their thoughts and insights. It is critical that the group have 3- 4 broad questions to focus on. For example, if you go back to that time whom would you most like to meet and why? Or if you could bring one person to the room today what would you ask them and why is that important to you today? Or what stands out about this community and what's the relevance of this for us today?</p>
12	Undertake follow up with funders, participants and organising group as required	It's likely that there will be a number of things to do post conversation. One important area will be sharing the learning from the conversation, as the event is now part of that community's history. How will the organising group celebrate and acknowledge their work? If the conversation has received funding you will need to complete a reporting process.