

## WORLD CAFÉ DIRECTIONS

WORLD CAFÉ DIRECTIONS – The purpose of the World Café is to provide time for colleagues to meet and talk with each other and discuss issues of importance in the school. It works very well to introduce a topic, or get feedback on something. To set this up:

- Assign teachers in groups of 4 – 5 to a numbered table in advance. One person at each table should be designated as the Table Host, which simply means they should facilitate the discussion, and remain at the table for both sessions.
- Each session should be planned for approximately 20 minutes. The questions for discussion in each session are written onto placemats at each table – participants can write notes, questions, or comments directly onto the placemats.
- After approximately twenty minutes, announce that it's time for everyone except the table host to move to the second session, which includes a different set of questions. (SEE SAMPLE QUESTIONS BELOW) The Table Host switches the placemats for Session 2.
- OPTIONAL: At the conclusion of the second session, the Table Host should distribute a "Ticket to Leave"
- RECOMMENDED – GOODIES – after all, it is a Café!!!!

Here are sample questions for the placemats we used in our World Café for September 2010:

### For session one: Topic - College Readiness

1. Introduce yourself and talk about what inspired you to go to college.
2. What are some of the most effective ways you have helped connect college readiness to what you are teaching each day?
3. (If time) On the first day we asked all students to complete a foldable in every class with information about themselves. How have you used this, and/or how do you plan to use this throughout the year?

### For session two: Topic - Our Theme of Be Respectful, Be Responsible, Be Safe, Be Successful

1. Introduce yourself and talk about how you think your teachers in high school would have described you.
2. Last year we asked you to take a survey about student behavior, and from that we heard your message about student respect and responsibility. As a follow up, we are looking to succinctly define what Be Respectful, Be Responsible, Be Safe, Be Successful look like school wide and then we would like to target a few key behaviors we will all insist upon. Let's start with RESPECT:
  - What does "respect" look like in your classroom?
  - What does "respect" look like across the school (in common areas, hallways, etc.)

Next (if time) RESPONSIBILITY:

- What does "responsibility" look like in your classroom?
- What does "responsibility" look like across the school (in common areas, hallways, etc.)

FINALLY, our TICKET TO LEAVE: "The Last Word" - As we try to focus our efforts, we'd like you to help us come up with some key words to describe our them or Be Respectful, Be Responsible, Be Safe, Be Successful. For each of those, please write one word/phrase you feel captures the essence of that phrase. For example, for "Be Respectful" - Always use a pleasant/positive tone of voice. (We are trying to keep it a list of "do's", rather than a list of "don'ts")