COMMUNITY ROUNDTABLE

WHAT IT IS

Learners take turns going around to explain their challenges and receive help from their peers.

IDEAL FOR

Strengthening community as learners share challenges and ask others for help. Knowledge is combined from different backgrounds to generate results without outside expertise and improve people's ability to give, receive and ask for help.

10-25

70-140 min

HOW IT WORKS

Roundtables consist of groups of 4-5 people. A roundtable of 4 takes approximately 60 minutes to complete. Each group has a breakout room and is allocated by IT support.

Main room: Learners are given time to reflect on a challenge they are currently facing related to the learning topic. Give them 5 minutes to write down the challenge with a pen and paper with bullet points providing context and one question for their group. Before learners go to their breakout rooms, explain that the following roles should be assigned in the group during the first minute: moderator/timekeeper/note-taker.

Breakout room: Cameras and microphones should be on. Roles are assigned and each person has strictly one minute to "check-in" with the group. A check-in question could be: "What holds you back from being fully present in this session?", to remind people that they will get out the most of this session if they are fully participating and open up about the challenges they are facing. Each person takes turns receiving consultation on their challenge. It is also important that the timekeeper is strict with the time so everyone has equal speaking time.

1. The learner explains their challenge (2 min)
2. Their peers ask questions to clarify the challenge, for example by making use of listening tools such as paraphrasing (ex.: Just to be clear, are you saying ___?) and asking questions for clarification (ex.: Can you explain what you mean by that?) (2 min)
3. The peers discuss the challenge by raising questions, offer advice, and point to resources. The learner remains silent and takes notes (8 min)
4. The learner summarises the input and provides feedback on what they found helpful (2 min)
5. Repeat steps 1 to 4 until everyone in the group has received consultation on their challenge.
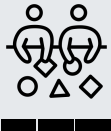
Back in the main virtual room, the moderator facilitates a reflection round by encouraging learners to share what the consultation sessions were like and what their highlights were.

| preparation | opening | main | closure | follow-up |
| social | input | assessment | reflection | |

Disaster Risk Financing & Insurance Program

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CONSIDERATION CHECKLIST

☐ Especially when participating in this format the first time, there is a lot for learners to take care of. Provide a document for them to look up what they are supposed to do in their breakout sessions.

☐ If you are hosting a longer online series, use this format at least once a month to develop a community among your learners.

ADD ON

When learners are in a breakout room and feel stuck, they can make use of the request-host function to get help.

Depending on the number of participants, you might want to have more than one person who can help teams out in case there is a lot of demand for it.

REQUIREMENTS

Roles:

- 1x moderator
- IT support

Software:

- Breakout rooms

Supplies:

- Pen and paper

INSPIRATION

[1] Article: Wise Crowds