



2 HR FORUM AGENDA EXAMPLE

Time	Activity	Details: how
1.00 pm:	Opening: welcome	Open the Forum and welcome everyone; explain why the Student Council has organised the Forum and what your hopes are, including what could happen with the outcomes.
1.10 pm:	Warm-up activity	Run a quick warm-up activity, designed to get everyone relaxed and talking.
1.20 pm:	Small groups #1: <i>Question: What is your experience of the topic?</i>	Break the participants up into small groups, depending on how many people you have, the space/s available and the number of facilitators. Small groups (ideally 6 to 8 students) are better than big groups. Write up the question that you want groups to consider eg. on a PowerPoint slide. Ask each group to come up with something concrete in response eg. make a poster, or develop a skit. The first question should be very concrete: “ what is your experience of ... ” “ Show us what happens in the school about ... ”
1.40 pm:	Report back	Ask each group to report back, by showing their posters and (if there is time) telling or showing everyone what their main point was.
1.50 pm:	Small groups #2: <i>Question: What is causing the topic?</i>	Now it’s time to go deeper into the subject. The next question is: “ What is causing this? ” Again, the same groups can brainstorm on this. You might want to ask: “ What is the evidence for that? ”
2.10 pm:	Report back	Again, groups should report on the reasons. This time, you could summarise the main points (on a whiteboard or PowerPoint slide). Add new reasons; group reasons with similar ones. An electronic whiteboard will allow you to drag points round, and group similar ideas together.
2.20 pm:	Small groups #3: <i>Question: What should happen?</i>	Finally, ask the groups to consider “ What should happen? ” Ideas can be presented in creative ways, but also to think of unusual possibilities, as well as the ordinary ones. This is a slightly faster session.
2.35 pm:	Mini-Congress: decision-making	Instead of reporting back, you could finish the Forum with a formal Congress session. This is like a mini-Parliament, in which each group presents their most important idea as a proposal for a brief debate and then a ‘decision’. Make it clear that these are recommendations to the Student Council for further investigation, debate and possibly action. (After all, two hours is too short a time to get all the information discussed about any topic.) You might not get through all the groups – but tell everyone that all ideas will be looked at seriously by the Student Council.
2.55 pm:	Close; thanks: what now?	Close the Forum by thanking everyone, and by being clear about what will happen with the outcomes. When and how will the participants hear from the Student Council about these issues? Do a quick evaluation of the Forum, either with a short paper survey, or at least by asking for any comments from participants about whether it was worthwhile, or what could be done better for the next one.