



TIPS FOR FACILITATING AN SQF CONFERENCE IDEA EXCHANGE

Thank you for volunteering to lead an FSC Idea Exchange at the SQF International Conference on Tuesday, November 7 from 1:30 pm – 2:45 pm. The following tips will help prepare you for your role and ensure the success of your idea exchange. If you have any questions related to your role, please contact Amanda at abondthorley@fmi.org

Be Prepared

1. Attendees will be asked to submit questions and topics for discussion prior to the event via the mobile app. You will be able to view these questions and topics using the link on the app for your particular idea exchange or by visiting fmi.cnf.io. This can be hit or miss and will depend on the level of engagement of the participants. Please come up with a few questions that an attendee might ask in case there are no or too few questions submitted via the app.

Start Strong

1. Introduce yourself and explain what your role is. You are there to facilitate the discussion, not lead it. Explain that this is an idea exchange and not a lecture. Ideally, ask someone to be the scribe and make notes so that they can be shared after the meeting. You can also ask someone to volunteer to be the timekeeper to make sure you stay on track.
2. Define the purpose of the meeting, how the discussion will be structured and what the ground rules are. Explain that you will start by asking everyone the same question and ask everyone to submit an answer. Everyone is encouraged to participate and no one person should dominate the discussion. The conversation should be free-flowing, free from commercial bias (no product or service selling), polite, respectful and free from any anti-trust issues (a copy of SQFI's anti-trust statement will be provided)
3. Start by asking everyone to introduce themselves as follows:
 - Name
 - Title
 - Organization
 - One job-related issue that they would like to solve during this discussion

Prompt Discussion and Keep It Moving

2. Pick a few of the issues mentioned to start the discussion and ask:
 - Has anyone else faced this challenge?
 - How did you solve it?
3. Review the list of top Non-Conformances for the FSC you are focusing on (this will be provided) and pick a few of them to stimulate discussion. Ask:
 - How many of you have faced challenges with this non-conformance?
 - How did you solve that challenge?
4. Work through the list of questions / topics in the mobile app and invite discussion
5. Tease out themes and patterns in the discussion to help guide the participants.
6. Ask open-ended questions. Here are some examples:
 - What would happen if you did this?.....
 - In your experience?.....
 - Tell me about a time when?.....
 - Does anyone else have the same challenge?.....
 - Have you had success with?.....

Get Everyone Involved

Involve less confident participants and deter over-zealous members from taking over the conversation.

Wrap Up

The discussion should start wrapping up about 5 minutes before the session ends at 2:45 pm. Thank everyone for their contributions and remind them that they can sign up to facilitate in an open discussion at the Discussion Dens (located outside the general session area) on the mobile app. This is an opportunity for them to continue the conversation about a particular issue in a small group (10 or less) setting.

Thank you for volunteering!

Scan the QR Code to Claim Points

