

Collaboration tool: The Circle Way



PURPOSE

A simple and short process to create safe and inclusive gatherings. What transforms a meeting into a 'circle' is the willingness of people to shift from informal or opinionated discussion into a receptive attitude of thoughtful speaking and deep listening.

KEY STEPS

1. Arrange chairs in a circle, ask the group to take a seat. Start your ALT meeting on time.
2. Open with a prayer and Acknowledgement of Country.

Discuss the following points with the group. Remind them that these practices create safety, equity and responsibility for all:

- Speak with intention
- Listen with attention
- We are all responsible for the well-being of the group

CHECK IN: GREETING

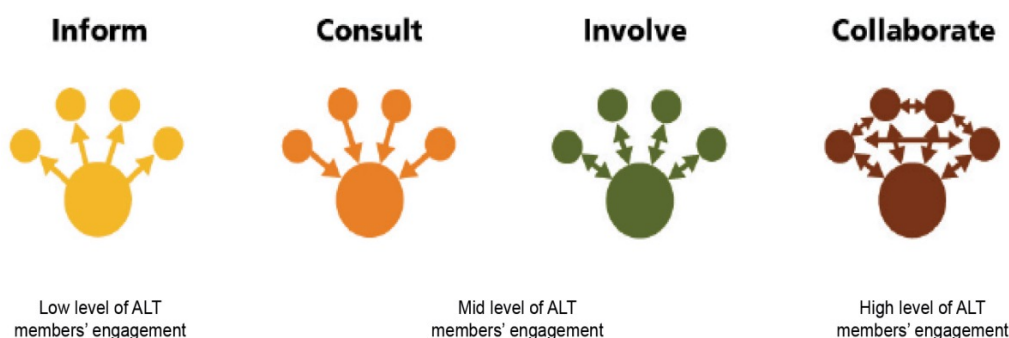
1. Let participants know that they are all leaders; their ideas, contributions and actions are valuable and necessary to develop shared mission in their ALT's and communities.
 2. Ask participants to say their name, which Corps or expression they're from and one word for how they are feeling today, (this helps the facilitator gauge the mood and energy level of individuals in the ALT).
- Check-in helps people into a frame of mind for collaboration.
 - It welcomes new members into the group without lengthy introductions.

ALT Agenda Items: Try one of the collaboration tools demonstrated here (see below) to help your group plan a project or action together - or discuss a complex issue they may be facing.

CHECK OUT: FAREWELL

At the close of a circle meeting, it is important to allow a few minutes for each person to comment on what they learned, or what stays in their heart and mind as they leave. Closing the circle provides a formal end to the meeting, and a chance for members to reflect on the meeting. Ask participants to say their name, which Corps or expression they're from and one word for how they are feeling today, (this helps the facilitator gauge the mood and energy level of individuals in the ALT).

- Remind participants of the next ALT meeting date/ time and venue. Close in prayer.



Collaboration tool: Five Whys and How



PURPOSE

To make the purpose of your work clear and help understand a complex issue or challenge. It allows individuals and groups to clarify what is important in their work. It can reveal when a clear purpose is missing in a gathering and help move forward with clarity.

KEY STEPS

1. In pairs, one person is asked to complete the question:
2. 'What do you do when working on _____ (the subject matter or challenge they face)?'
3. The person then makes a short list of activities in answer to the question.
4. The interviewer gently seeks a deeper answer by repeating the question to each activity: 'Why is that important to you?' Why? Why? Why? Why? Continue until participants can go no deeper because they have reached the fundamental purpose. (5 Whys in 5 min).
5. At this point, it may be appropriate to discuss possible alternative solutions or ways of addressing identified challenges asking: 'How could you improve the way you do this?'
6. Switch / reverse roles. (5 min)
7. Each pair shares the experience and insights with another pair in a group of four (10 min).

Examples of questions for ALTs

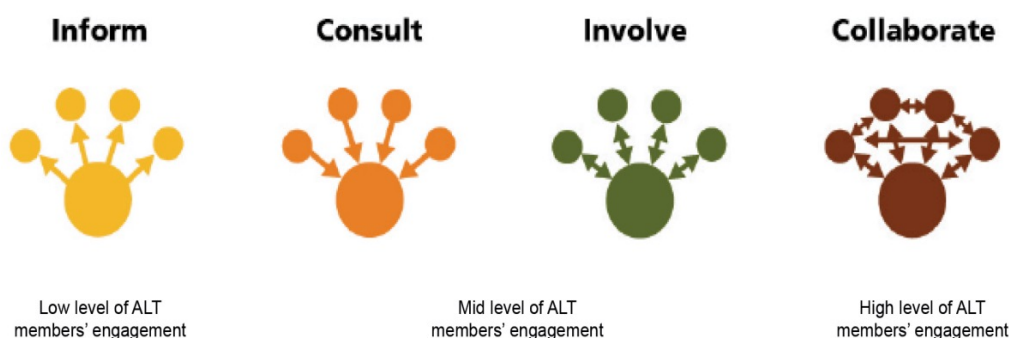
- What do you do when developing your Local Mission Plans?
- What do you do when looking to 'care for people' in your mission expression?
- What do you do when looking to 'create faith pathways' in your mission expression?

THE FIVE WHYS TOOL WILL HELP YOU TO:

- Discover what is truly important for the group members.
- Lay the groundwork for how groups will collaborate on projects/activities.
- Ignite momentum through the stories that emerge.

<https://www.youtube.com/watch?v=t7FcK8jV2yA> (8 min 24 sec)

<https://www.youtube.com/watch?v=B-M3YIA2KDg> (2 min 02 sec)



Collaboration tool: Conversation Café (World Café)



PURPOSE

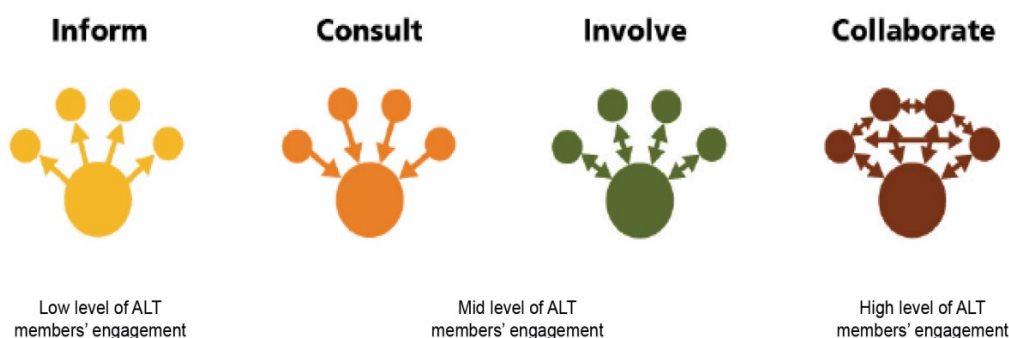
To foster conversation and discuss new opportunities for action. Conversation Café is based on the idea that we generate meaning and energy for change as a result of the quality of the conversations. It is a method to create meaningful conversation around 'questions that matter'.

KEY STEPS

1. Determine the topic the ALT wants to explore. This is a key to a successful meeting. Needs to be a question that is simple, clear, open ended, engaging and generated by the ALT e.g. How can we collaborate to better serve our area? How can we connect with the local community during Anti-Poverty Week? How can we collaborate to better create faith pathways for people?
2. Prepare tables with butcher's paper as table covering.
3. Once participants arrive, gather around the tables (no more than six to a table). AO introduces the question(s) and event process. Have the question(s) being discussed prominent on each table (e.g. on a card resembling a tent on each table) and projected or poster on the wall.
4. Tables engage in conversation around that question. Felt pens on each table allow participants to record and/or draw ideas on the paper table cloth.
5. After 10 - 20 minutes, the AO asks one person to remain at the table (e.g. youngest member), and other participants to leave and join another table and continue the discussion. The person remaining then takes one minute to summarise with the new table group the key ideas that emerged from the previous discussion. This allows the opportunity for new members to piggy-back discussion on an idea already contributed or to continue brainstorm new ideas.
6. After 10 - 15 minutes, the process of reshuffling the tables occurs again.
7. After a further 10-15 minutes, a third reshuffle occurs.
8. The AO then engages in a whole group sharing experience where they call for the best ideas people heard to be shared. With assistance, they capture the ideas on the whiteboard.
9. One proven technique for this is to have five sheets of flip paper on the wall, each with a key word e.g. Retain, Regain, Drop, Change and Create – and use the headings to summarise ideas / contributions.
10. Meeting may end with using a technique like 'Dot Democracy' for group prioritization of ideas. Each person is given six coloured dots and asked to 'spend' dots on the best ideas they heard – such a process immediately gives a visual record of the most popular ideas.
11. AO facilitates how the team collaborates to follow up the ideas generated and thanks everyone.

<https://www.youtube.com/watch?v=SZcgh4xun84> (2 min 23 sec)

<https://www.youtube.com/watch?v=zI2hkLf2Z6w> (2 min 03 sec)

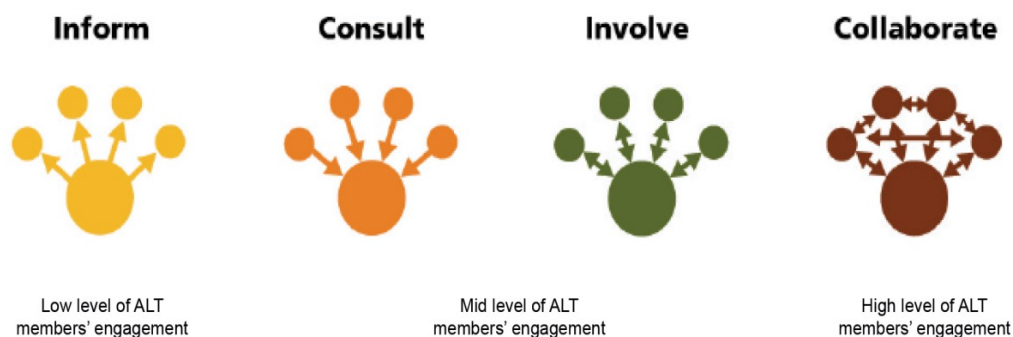


PURPOSE

Tap the wisdom of the ALT in rapid cycles (15 min. per person). Wise Crowds make it possible to quickly engage a group of people in helping one another. You can set up a Wise Crowds consultation with one small group of four or five people or with many small groups simultaneously. Individuals, referred to as 'clients', can ask for help and get it in a short time from all the other group members. Each individual consultation taps the expertise and wisdom of everyone in the group.

KEY STEPS

1. Groups of 4 to 5 people in chairs around small tables or in circles without tables. Mixed groups across mission expressions are ideal.
2. Ask each participant when their turn comes to be the 'client' to briefly describe their challenge and ask others for help.
Ask the other participants to act as a group of 'consultants' whose task it is to help the 'client' clarify their challenge and to offer advice or recommendations.
 - Each person requesting a consult (the client) gets fifteen minutes broken down as follows:
3. The client presents the challenge and request for help (2 min).
4. The consultants ask the client clarifying questions (3 min).
5. The client turns their back to the consultants and gets ready to take notes on a piece of paper.
6. The consultants discuss and ask questions of one another, offer advice, and recommendations, working as a team, while the client has their back turned. The client takes notes on helpful ideas (8 min).
7. The client provides feedback to consultants: what was useful and what they take away (2 min).



Collaboration tool: Appreciative Inquiry



PURPOSE

This focusses on our strengths and brainstorming possible missional collaboration. Spend time celebrating what you are already doing in the community and imagining what could happen in the future.

KEY STEPS

1. **Discover:** What are we already doing in the area and see working well? (20 min)
2. **Dream:** How can we imagine new ways of working better together? (20 min)
 - What would we like our influence to look like in 18 months if we were working really well together?
 - What would a flourishing Salvos community in the area look like 18 months from now?

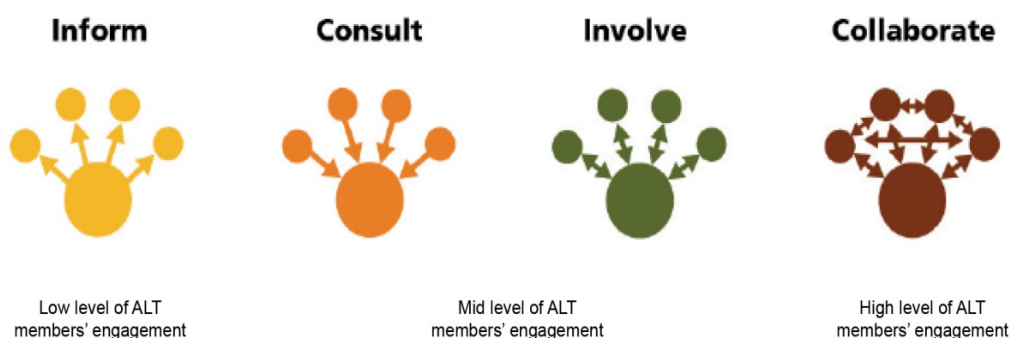
Encourage members to freely generate ideas at this stage – and not be critical of others ideas and suggestions. We will review these ideas later, but for this meeting, we are looking to promote ideas and possibilities.

List these as a group and share these with the larger Area Leadership Team. Make sure these ideas are recorded and distributed across the team. For example, if you have staff and community members who express a particular passion for the partners of men / women in Recovery Centres, your ALT might decide to focus its energy and resources in this area of mission. For example, Corps members could commit to visiting; Salvos Stores could help with goods.

3. **Design:** What steps would we need to make to bring this about? (20 min)
 - What are some steps we could make to bring this about?
 - How can we build on the energy and existing relationships in our area?
 - What are some 'quick wins' – some simple steps that the ALT can take to collaborate together better in the coming months?

Make sure that these ideas are written down, recorded and distributed to the ALT after the meeting. These ideas will form the basis of the next meetings as you look to collaborate and work together.

4. **Deliver:** What is our timeline to achieve these steps? (20 min)
 - What actions can we make before our next meeting?



PURPOSE

This ensures that the issues most important to the ALT members will be included on the agenda and discussed.

KEY STEPS

1. Area Officer invites the ALT members to write down a question they would like the ALT to discuss in groups. The ALT member must be willing to be the facilitator of the group discussion and record the key findings (5 min).
2. The ALT members who have a question and are willing to facilitate then read out their questions to the ALT. If more than three, the ALT may need to vote / agree on the three that they would most like to discuss at this meeting (2 – 5 min).
3. The facilitators then go to different spaces in the room with a piece of butcher's paper and a texta. The other ALT members are then free to move around the room to discuss the questions that are of most interest to them.
4. ALT members are free to stay at a group for as long or as little as they like. They are free to move to other discussion groups to listen or contribute as they wish. Ensure that people understand that they are free to stay or go as they choose (20 min).
5. The facilitators then present their butchers paper and report back their discussion group findings to the whole ALT. (10 min)
6. Area Officer invites ALT members to meet informally to progress any possible follow up collaboration opportunities.

<https://www.youtube.com/watch?v=XCPZ5iQLInA> (3 min 06 sec)

https://www.youtube.com/watch?v=M_jhcvCYBbg (1 min 45 sec)

