

MASTER FACILITATION / TABLE HOSTS GUIDE

Breakout #1 - Crisis of affordability

Time Stamp	Who is leading / Activity Title	Description / Instructions	Materials	Notes
10:50-10:52	Lead Facilitators 1st breakout after Panel #1: Crisis of Affordability / Our Experience and our priorities	Lead Facilitators welcome folks into the breakout room and reaffirm some housekeeping <ul style="list-style-type: none"> - This will be the breakouts for the next two days (your breakout info is on your nametag) - You will be doing all activities at your breakout tables - Each table will need a rotating note-taker (don't worry, it's simple written notes) and time keeper - The questions for the breakout will be said up here at the front of the room, again in your breakouts and will also be on the wall - Identify washrooms, and where materials are 		
10:50-10:55	Table Hosts gather materials	Table hosts ensure their table has <ul style="list-style-type: none"> - Colour coded note sheets - You will use the GREEN note sheet first - Pens - Ensure your table has the flipchart paper on the walls 	Pens, colour coded note sheets, flipchart paper, markers,	

Time stamp	Who is leading/ Activity Title	Description / Instructions	Materials	NOTES
10:52-10:55	Lead Facilitators Frame up first breakout	<p>Lead Facilitators say</p> <p>We're going to discuss together what we felt and reflected on during the first panel. We will reflect on where we see and experience this crisis in our lives. This will help us all re-orient towards possible solutions.</p> <p>At each table, we're going to think through how the crisis of affordability is impacting us all in real ways - both in our worksites but also in our communities more broadly.</p> <p>We're going to first get to know each other in our tables (cause this is your group for the whole summit!) Then we're going to think through what solutions we believe need to be on the table - to address this crisis.</p> <p>Your table hosts will now guide you through your first round!</p>		
10:55-11:00	Table Hosts Assign roles before questions	<p>Table hosts say</p> <p>Now before we begin we need two volunteers, one person to take high-level written notes on the GREEN note paper and one person to be a time keeper. We want to leave about 7-8min per question. Can you let me know when we're getting close to time for each question?</p>	Colour coded note sheets, markers and pens	

11:00-11:25	<p>Table Hosts</p> <p>Guide table through questions</p>	<p>A. First table discussion:</p> <ol style="list-style-type: none"> 1. Introductions, everyone share your name, your classification and one word about what's on your mind right now. (7-8min) 2. Question: What's something you heard in the panel that you connected with? (7-8min) 3. Question: How are you and your family members experiencing this affordability crisis? (7-8min) <p>TABLE HOSTS SAY: For this last question lets write a few key words to summarize this discussion. Think of "pictures" and scenarios you can capture rather than lots of words and details. (7-8min)</p>	<p>GREEN sheet to take notes on</p>	
10:55-11:25	<p>Lead Facilitators /</p> <p>Room sweep</p>	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - Walk around the room listening in and checking in with table hosts - Taking some high level notes of what we're hearing - Reminding folks of time - Letting folks know to send a runner with the notes sheets when you're done 		
11:25-11:30	<p>Lead Facilitators /</p> <p>Call the room back</p>	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - Call the room back to order 		

		<ul style="list-style-type: none"> - Ask if we have collected all the sheets from each table, give folks a moment to send up their notes if not - Announce we will move into the second breakout now BUT FIRST - Offer high-level summary of each sheet sent up in 1-2 sentences 		
11:30-11:32	<p>Lead Facilitators frame up 2nd breakout</p> <p>Initiate the 2nd breakout of Panel #1 Crisis of Affordability -</p>	<p>Lead Facilitators</p> <p>“Now, we’re going to move towards thinking about how we demand the solutions we need. We want you to think about the things we want that actually shift the city we live in. Think about expanding your set of demands from what’s happening in your personal role and zoom a little further out to things that impact both your clients AND your community.”</p> <p>“We’re going to dig deeper into what we’ve learned about how the employer makes decisions about priorities in our divisions. We want you to reflect on what changes could be made in where both funding and energy is spent in building public services capable of caring for our clients well, by supporting us to do our jobs well.”</p>		
11:30-11:35	<p>Table hosts /</p> <p>gather supplies</p>	<p>Table Hosts prepare tables</p> <ul style="list-style-type: none"> - Gather GREEN note sheet - Ensure flipchart paper is up on the wall - Ensure sticky notes are at the table 	<ul style="list-style-type: none"> - Colour coded note sheet - Flipchart paper on the wall pre-labelled 	

		<ul style="list-style-type: none"> - Ensure enough markers for every person at your table to have one - Ensure you have one tape roll 	<ul style="list-style-type: none"> - One marker per participant 	
11:32-11:35	<p>Lead Facilitators /</p> <p>Send members back into discussion with Table Hosts</p>	<p>Lead Facilitators</p> <p>Flipchart paper will be on the walls behind your table.</p> <p>Each table will have their own assigned flipchart paper for section B questions.</p> <p>With your Table hosts, you will put your sticky notes up on the assigned flipchart paper behind your table at the end of section B.</p> <p>Lead facilitators will come around to document the finished flipcharts after section B.</p> <p>Begin!</p>		
11:35-11:40	<p>Table Hosts /</p> <p>Offer Instructions and guiding questions</p>	<p>Table Hosts say</p> <p>Can we get a volunteer note taker</p> <p>Can we get a volunteer time keeper? We're going to stick to 7-8min per question</p> <p>For our first question, we're just going to discuss together and take notes on our note sheet.</p>		

		For the second question, we're going to use the flipchart paper on the wall behind us and write ONE THOUGHT per sticky note.		
11:40-12:00	Table Hosts / Ask second round of questions	<p>B. Second table discussion: Reflecting on discussion and identifying priorities</p> <p>1. Question: Thinking of at least one of the problems you discussed at this table, or that you heard from the summary just now, what do you think should be a priority to improve affordability for people who work and/or live in Toronto?</p>	<p>PURPLE NOTE SHEET</p> <p>Pens</p> <p>Markers (one per member)</p> <p>Sticky notes</p>	
11:40-12:10	Lead Facilitators / Go through tables collecting second note sheet	<p>Lead Facilitators</p> <p>Go through tables reminding folks of time and collecting the PURPLE sheets</p>		
12:00-12:10	Table Hosts / Move to next and final question of the breakout	<p>Table Hosts say</p> <p>*Can I get a volunteer runner to take our note document to the head facilitators? (if you haven't handed it in yet)</p> <p>Our final question is</p> <p>1. Question: Using the sticky notes, can you record at least</p>	<p>One sticky note per person</p> <p>One marker per person</p> <p>One PURPLE NOTE SHEET</p> <p>Scotch tape to reinforce sticky notes</p>	

		<p>one issue that needs to be addressed to make life more affordable for you, your family, and your community? This could be something you already discussed at your table, or something different that the discussion led you to. When you are finished, please post it up on the walls.</p> <p>Table Facilitators say:</p> <p>“We want you to try and keep ONE THOUGHT per sticky note and keep your ideas actionable. An example could be “make housing affordable for everyone in Toronto.”</p>	<p>to flipchart paper</p> <p>Flipchart paper already on the wall behind your table</p>	
12:10-12:12	<p>Lead Facilitators /</p> <p>Call the room back together</p>	<p>Lead Facilitators - call the room back</p> <ul style="list-style-type: none"> - Everyone finish putting your sticky notes on your assigned table’s flipchart paper - These ideas and conversations we’ve had will be the guiding star for the the work our local does together - We’re going to offer a high-level summary of how these discussions went, do we have everyone’s PURPLE note sheets? - We want to invite everyone to take a walk around the room to see what other 		

		<p>tables have put up on their flipchart papers</p> <p>Now everyone will return to the main plenary room for a big group photo with the other attendees, followed by lunch.</p>		
12:12-12:20	<p>FIRST HUDDLE</p> <p>Lead Facilitators and Table Hosts huddle by the stage of their breakout and do a 5-10 min HOT DEBRIEF</p>	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - File notes for each breakout in folders - Hear feedback from Table Hosts on discussions at tables - Guide members back into the plenary - Table hosts together with Lead Facilitators will identify 1-2 members per breakout room who might lead a report back and support reaching out, preparing that person, and bringing them to the mic of plenary 	<ul style="list-style-type: none"> - File all notes sheets - Take Photos of teach flipchart and ensure the top is labelled with the breakout team, the breakout room, the number plenary questions it's responding to - Once labelling and photos are done, take them off the walls and stack them carefully to ensure all sticky notes are reinforced with tape to the flipchart paper 	
12:20-12:30	<p>Table hosts and Lead Facilitators</p>	<p>Lead Facilitators and Table Hosts</p> <ul style="list-style-type: none"> - Reset breakout tables for the next 		

	RESET TABLES	breakout <ul style="list-style-type: none"> - Ensure each table has enough pens, markers, sticky notes and new colour coded sheets with the table noted at the top - Ensure old flipcharts have been entrusted back to the lead facilitators and fresh flipcharts are on the wall with the new questions clearly written on them. 		
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Breakout #2 - Why investing in public services is important

Time Stamp	Who is leading / Activity Title	Description / Instructions	Materials	Notes
2:45-2:47	Lead Facilitators / Bring the room to order	Lead Facilitators <ul style="list-style-type: none"> - Welcome everyone back to the breakout room - Name we are in the 2nd Breakout for Panel #2: Why Investing in Public Services is Important and Identifying Key Challenges to Tackling them - Remind everyone they should be with the same group as this morning 	Every table will need; <ul style="list-style-type: none"> - Pens - BLUE note sheets - Enough markers per table for everyone to have one - Pre-written flipchart paper on the walls - Sticky notes 	
2:47-2:50	Lead Facilitators /	Lead Facilitators say		

	<p>Explain 1st Breakout of Panel #2</p>	<p>“For this breakout, we want you to reflect on what we love and want to fix within our roles providing essential services. We know the city we live and/or work in does so much good - and could do more. We want to think about what we could do better and what we could do less of.”</p> <p>For each breakout we are going to need a time keeper and a note taker- your table hosts will follow-up! Every table should have a BLUE NOTE SHEET. After the first round of discussions we will come around and pick those up OR you can send a runner up to drop them off after section 1.</p> <p>We want to encourage folks who haven't spoken yet to have some space to share!</p> <p>***Lead Facilitators pull discussion questions onto the main screen and read them aloud***</p> <p>FRAMING PROMPT: Think about not only the services we provide in Toronto but also the services we access. For example, you may be a City Planner but access the TTC and your parents are in long-term care. Think about the wholesome experience of your life and your family.”</p>		
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2:50-3:20	<p>Table Hosts /</p> <p>Convene your table breakout for Panel #2 First Discussion Round</p>	<p>Table Hosts</p> <ul style="list-style-type: none"> - Assign a note taker who will fill out the BLUE SHEET - Call on a volunteer time keeper who will let you know when you've hit 7-8mins per question <p>A. First table discussion: Taking in the plenary, connecting it to experience, and identifying challenges (30 mins):</p> <ol style="list-style-type: none"> 1. Question: As a worker, what is one thing you like about your job, and one thing that is challenging? 2. Question: What public services do you rely on? Either as a user or provider of public services, what services have gotten better? Which service improvements are needed? (Eg: Garbage collection, TTC, healthcare, childcare etc) <p>TABLE HOSTS SAY: For this last question lets write a few key words to summarize this discussion. Think of "pictures" and scenarios you can capture rather than lots of words and details. (7-8min)</p>	<ul style="list-style-type: none"> - BLUE SHEET - Pens - 	
3:20-3:25	Lead Facilitators /	Lead Facilitators		

	Gather summaries of section A	<ul style="list-style-type: none"> - Call the room's attention back to the front of the room - Ask the room if each table has sent forward their BLUE NOTE sheet - Offer a quick summary of what surfaced in the table breakouts based on the notes 		
3:25-3:27	Lead Facilitators / Housekeeping	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - Before you start the second discussion, check whether you want to assign a new note taker and a time keeper. - You'll be using the ORANGE note sheet this time. - Check that your table have sticky notes and markers - Just like in the first breakouts this morning, we're now in the sticky note section! 		
3:27-3:30	Lead Facilitators / Frame up the second table discussion of Panel #2	<p>Lead Facilitators</p> <p>For this next discussion round;</p> <p>"We want you to reflect this round on what surprised you or got you thinking about how interconnected all our struggles are - based on what you're hearing?"</p> <p>"We want you to try to pull together solutions you'd want to ask that address both what you heard at your table AND what you heard from the big room. When we're building solidarity</p>		

		<p>across our union - the more we can think as a group - the more power we can build.”</p> <p>“For this round, we want folks to try and keep to ONE THOUGHT per sticky note. Try to ensure you’re being solutions focused. This doesn’t mean you’re NOT thinking about what’s wrong - but what actionable things we could demand change.</p> <p>***Lead Facilitators share the questions for section B on the projector and read each question aloud</p> <p>An example could be “Staffing ratios save lives not only of clients but workers by increasing safety and wellbeing of all. Mandatory staffing ratios across all divisions should be worked into Toronto’s City Budget.”</p>		
3:30-4:00	Table Hosts / Section B questions	<p>Table Hosts say</p> <p>Can we get two volunteers, one note taker and one time keeper?</p> <p>Note taker: You will just take high-level notes on the ORANGE SHEET</p> <p>Time Keeper: You will let us know when we’ve hit about 7-8min per question - give me a heads up when we should move to the next question</p>	<ul style="list-style-type: none"> - ORANGE note sheet - Pens - Post-it notes - Enough markers for one per participant - Flipchart paper 	

B. Second table discussion: Reflecting upon the impact of our challenges and how to tackle them (30 mins)

1. Question: What is the human impact or human cost of one of the challenges you heard from your table or another table? (Could be a workplace challenge, or a challenge from the perspective of using services)
2. Question: What will it take to address some of these challenges and gaps, and improve our experience of providing and using public services?
3. Using the sticky notes, can everyone write down at least one way to address these problems? This could be something we've already discussed at our table, or something different that the discussion led you to.

When you are finished, please post it up on the flipchart paper behind me (point) under our question.

4:00-4:05	<p>Lead Facilitators</p> <p>Call the room's attention back to the front of the room</p> <p>Initiate the wrap-up</p>	<p>Lead Facilitators say</p> <ul style="list-style-type: none"> - We're all going to come back to our seats now and finish our final sticky notes for the wall - Great work everyone, all these contributions are going to inform the vision coming together for presentation tomorrow - Please take a moment on your way back to the main plenary room to walk around and read what other groups wrote on their sticky notes and then - Make your way back to main plenary to take your seats 		
4:05-4:15	<p>Lead Facilitators and Table Hosts</p> <p>HUDDLE #2</p>	<p>Lead Facilitators and Table Hosts;</p> <ul style="list-style-type: none"> - Ensure all note sheets are in the hands of the lead facilitators and are properly noted for their breakout and table numbers, put in your folder - Lead Facilitators take photos of each flipchart paper (one person) and then - Take down each flipchart paper stowing it carefully for take-home in one pile - Table hosts brief Lead facilitators on how their table discussions went - Table hosts together with Lead Facilitators will identify 1-2 members per breakout room who might lead a report back and support reaching out, preparing that person, and bringing them to the mic of plenary 		

Breakout #3 - How we build power

Time stamp	Who is leading / The Activity	Description / Instructions	Materials	Notes
11:00-11:02	<p>Lead Facilitators</p> <p>Panel #3 Breakout Housekeeping</p> <p>Call the room together, outline discussions</p>	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - Gather the room together - Offer instructions for where people should be sitting with all the room changes - **give folks a minute to get into the right spaces if need be** - If any table does not have a colour-coded note sheet, please send one person up to the front to get it now - If any table doesn't have sticky notes, flipchart paper, markers or pens, please send one person up to get it now 		
11:02-11:05	<p>Lead Facilitators offer instructions</p> <p>Outline Breakout #1 for Panel #3: How We Build Power and Tapping into our collective power, connecting with our coworkers</p>	<p>Lead Facilitators say,</p> <ul style="list-style-type: none"> - For this activity, every table please assign one note taker to take high-level notes on the YELLOW sheets provided - Please assign one time keeper to ensure you're keeping to 7-8min per question, when you're getting close to time on a question please give a heads up to your table host <p>***Lead Facilitators put questions for discussion up on the projector and read each question aloud***</p> <p>Lead Facilitators frame-up discussion</p>		

		<p>Reflecting on the plenary discussion, there's so much power that has been built in our union - and so many gains made. We want you to think about HOW the panelists meaningfully build consequences for the employer. What did those look like? Feel like? Move like?</p> <p>When the employer tells us there's no money, no time, no capacity, it's too complicated to meet our demands - what is in our toolkit as unionists to do?</p> <p>***Lead facilitators remind that when tables are done with their notes, please send a runner up to the lead facilitation team with their YELLOW note sheet***</p>		
11:05-11:35	<p>Table Hosts</p> <p>Carry out table discussion</p>	<p>Table Hosts</p> <p>Ask someone to be the volunteer note taker and take high-level notes on the discussion on the YELLOW note sheet</p> <p>Ask someone to be a volunteer time keeper? Your role will be to try and keep us all to 7-8mins per question. Please give me a heads up when we're coming to time on a question so we can move on!</p> <p>A. First table discussion: Taking in the plenary and discussing the source of our power: (30 mins)</p>	<ul style="list-style-type: none"> - YELLOW note sheets - Pens 	

		<ol style="list-style-type: none"> 1. Question: Who are the decision makers where you live and work and/or who do decision-makers listen to? 2. Question: What can we do to ensure decision-makers invest in services and people? 3. Now let's summarize what we can do to create pressure on decision-makers. Let's write a few recommendations on the bottom of our notes document 		
11:35-11:40	<p>Lead Facilitators</p> <p>Pick up notes documents from each table for review</p>	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - Announce everyone should be wrapping up their discussions - Prompt everyone to either send a runner to the Lead facilitators with your notes or call a Lead Facilitator over for pick up 		
11:40-11:45	<p>Lead Facilitators</p> <p>Call the room back together and explain the next section of Section B Panel #3 Discussion</p>	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - Call the rooms attention back to the front - Offer high level summary based on the notes sent up to the front of the room <p>Lead facilitators</p> <ul style="list-style-type: none"> - Prompt each table to send a runner up 		

		<p>to get a YELLOW sheet for notes</p> <ul style="list-style-type: none"> - Prompt every table to ensure you have sticky notes, markers and flipchart paper - Prompt each table to have a time keeper for 7-8min per question - Prompt each table to assign a volunteer note taker for PINK notes at a high-level <p>***Lead Facilitators put questions for discussion up on the wall behind everyone and read each question aloud***</p> <p>Lead Facilitators frame up discussion</p> <p>“When we think about how the employer sows a feeling of despair by making the process to build power feel too complicated, or too bureaucratic - who really wins? How does that feeling seep into our motivation to build power?”</p> <p>“We want you to think about how much we have won in the last rounds of bargaining - by just taking more collective steps in unison. What gains have been made by showing up to meetings, talking to coworkers and signing petitions that tens of thousands of us signed? Let’s think about what holds us back so we can think about what can call us to act.”</p>		
11:45-12:15	Table Hosts	Table Hosts say	- PINK note sheets	

	<p>Offer instruction for your table and begin discussion for Breakout B Panel #3 Discussion</p>	<p>Welcome back everyone! Let's get into our discussion</p> <p>Can I ask for a volunteer time-keeper? We need to stick to 7-8min per question so when we're getting close to time for each question, can you give me a heads-up?</p> <p>Can I get a volunteer note-taker to take high-level notes on our PINK sheet?</p> <p>B. Table discussion: Improving our capacity for collective action by connecting with more members (30 mins)</p> <ol style="list-style-type: none"> 1. Question: What is something that holds members back from taking action in their workplaces on demanding changes of the Employer? 2. Question: What is something that holds you back from participating in political issues in your community? Eg: joining a school parent association, or a local campaign for change, fighting against shutting down community services? 3. Question: How could your union support members in overcoming 	<ul style="list-style-type: none"> - Pens - Sticky notes - Flipchart paper - Enough markers for each participant 	
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		<p>or addressing what's holding them back?</p> <p>4. Question: When you go back to work, what is one thing from the Summit that you will be sharing with your co-workers? (based on what they care about or where they are at).</p> <p>5. Now, using the sticky notes, record a few ideas for taking action that's feeling important and powerful to you coming out of this discussion. When you are finished, please post it up on the flipchart paper around our table on the wall.</p>		
12:15-12:20	<p>Lead Facilitators</p> <p>Call the rooms attention back to prompt on transition</p>	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - Call the room's attention back to the front - Encourage every table to send a runner with note sheets to the Lead Facilitators with their PINK sheet - Encourage everyone to finish writing their final sticky notes down and putting them up on the walls behind them <p>Lead Facilitators</p> <ul style="list-style-type: none"> - Do a high-level summary of the PINK 		

		<p>notes to inspire the action workers are outlining together</p> <ul style="list-style-type: none"> - Lead Facilitators prompt the room to walk around and read what other groups put up on their flipchart paper before returning to the main plenary 		
12:20-12:30	Table Hosts and Lead Facilitators HUDDLE #3	<p>Lead Facilitators</p> <ul style="list-style-type: none"> - Gather table hosts together from your breakout - Ensure every PINK note sheet is accounted for and file them in your folder - Walk around to each flipchart paper and take a photo (one person) - Carefully take down each flipchart and store it carefully - Table hosts share high-level debrief of how the breakout went - Table hosts together with Lead Facilitators will identify 1-2 members per breakout room who might lead a report back and support reaching out, preparing that person, and bringing them to the mic of plenary 		

**Nas (with support) will then lead the main room through an explanation of organizing as a tool to build power.