

TableTalk CONVERSATION GUIDE

A simple manual for leading positive, productive conversation.

Conversation Flow

Introductions & Reminders | 5-10 minutes

Introduce yourself and invite everyone at your table to share a brief introduction about themselves.

Introduction Example:

- Name
- How long you've lived in Central Florida
- Community issue you're passionate about
- How you heard about TableTalk

Reminders: Say to your table, "As a reminder, this TableTalk conversation is on [say your topic]. It'll last about 60-90 minutes. Our goal is to keep the conversation productive and positive, while also digging deep and talking honestly with each other. At the end of the conversation, we ask that you fill out a brief anonymous survey about your experience."

Question 1 | 15-20 minutes

Ask the first question from the Suggested Table Questions card.

Question 2 | 15-20 minutes

Ask the second question from the Suggested Table Questions card.

Question 3 | 15-20 minutes

Ask the third question from the Suggested Table Questions card.

Closing the Conversation | 5-10 minutes

End the conversation with a summary, a few reminders and a thank you.

Summarize 2-3 main points that came out of the conversation.

Reminders:

- Remind participants that they can now access the brief, anonymous survey.
- Remind participants that they can share photos and thoughts on social media using the hashtag #cfftabletalk and tagging us on Instagram at @firstyoutalk

Thank participants for being a part of your TableTalk.

Note Taking

Though it's not required, we ask that Table Hosts (or a willing table participant) take notes during the conversation that can be shared with Central Florida Foundation.

We use Table Host notes as a qualitative data from TableTalk and helps us to better understand our community. Notes will also help you to summarize main topics at the end of your conversation.

You can use your Table Host Notes Form to type your notes and easily send to us, or you can take physical notes with pen and paper and email a picture to us at tabletalk@cffound.org.

Host Tip #1

Set a timer on your phone for each section to stay on track. If the conversation is still going, you can suggest coming back to the question is there's time at the end.

Host Tip #2

If you feel like your conversation is veering off course or going down a rabbit hole, gently guide participants back on track by returning to the question at hand or moving onto the next question.

Host Tip #3

Print the second page of this guide to take notes during the conversation. After your TableTalk is complete, snap a picture and send it to tabletalk@cffound.org.

Click here to electronically submit Table Notes!

Table Notes Form

TableTalk

TABLE NOTES

Table Notes

Table Host Name:

Table Location:

Question 1 Notes:

Question 2 Notes:

TableTalkTABLENOTES

Table Notes

Table Host Name:

Table Location:

Question 3 Notes:

Additional Comments:
