



## Little time – good conversation

*Even when there is only a little time, we would still like to have a good conversation. That is possible if you use the following approach which helps you not to lose track of the structure and the time.*

### *Time*

Agree how much time is to be spent on the dialogue. In a small group half an hour could be enough.

### *Topic*

Select the topic. Exchange some thoughts about its relevance. Describe the topic in a few words and write them down.

### *Questions*

Formulate some questions about the topic that are worth being investigated.

### *Experiences*

Collect personal experiences that relate to the topic – “When and how did you experience this topic in your own life or work?” for instance. Try to be as concrete as possible.

### *Responses*

Ask questions about the experiences. Maintain an atmosphere of joint investigation. Think with the other participants, not against them. Make room for new thoughts

### *The essence*

Each participant states what he finds the essence of the topic to be. What really hits you here? Have them read aloud. Ask one of the participants to make a short report of the conversation, including these statements.

### *Reflection*

Take a few minutes to reflect. How did it go? What should you keep in mind for a next time? Make an appointment for a follow up.

