

**Conversations du Jour**  
*Guidelines for Facilitators*

**Thank you for being a facilitator for Conversations du Jour (CdJ). Here are some guidelines that will assist you in structuring the session. Remember, the purpose of CdJ is to be conversational, not Questions & Answers nor fact finding.**

**Framing the Session:**

A CdJ coordinator will do an introduction of the mission and purpose.

You will have 5-7 minutes to introduce your topic and its relevance to the group, with the remainder of time allotted for facilitated discussion.

In order to provide assistance for you during this time, please answer the following questions:

What excites, provokes, inspires or charges you about this topic?

How will you frame the opening discussion in 5-7 minutes? (You may use an article, a You Tube video, a quote, or some other form of media)

After your opening, what question will you raise to the group to begin the conversation?

What supplemental questions might you use in order to sustain the conversation?

In what other ways will you facilitate the discussion to engage and encourage the participation of students? staff? faculty? (i.e., How does this affect me as a member of the Haverford community?)

**Things to do before your session:**

Send us a topic description and discussion questions ready to be sent out to the Haverford community the Monday before your session. (Send to Stephanie Zukerman at [szukerma@haverford.edu](mailto:szukerma@haverford.edu))

In order to spark discussion, also send a You Tube video, article, quote or some other form of media. This may be sent via email to the Haverford community beforehand, and/or presented at the beginning of the session.

You are welcome to provide resources (i.e., list of books and/or websites, etc.) to hand out at the end of the session so have them ready for copying no later than 1 day before.