

Phase Two: Exploring Ideas for Safety

Facilitation Guide

Purpose of this Guide

- This guide is to help organize a group discussion and to support people to prepare to complete the questionnaire.
- It will outline: 1) Being an Organizer; 2) Planning and Preparation; 3) Having your Conversation; and 4) Submitting your Questionnaire.

Being an Organizer

Your role as an organizer is to guide and lead the group.

Here are a few points to think about:

- ✓ Help all people to share their thoughts and ideas
- ✓ Keep conversation on topic and moving forward.
- ✓ Respect all thoughts and ideas and try not to input your own into the conversation
- ✓ Listen actively
- ✓ Set and maintain a positive and comfortable discussion
- ✓ Keep track of time for the group/event

Planning and Preparation

The space and things you need for your discussion will depend on the number people. The conversation is designed for any number of people. When planning your session, make sure to consider arranging a time and location that is most convenient and accessible for your group.

Recorder

To help keep track of your group members' thoughts and ideas, if possible, find a person to record exactly what people say during the conversation. It is important to record key points. This will be helpful when going over the conversation later. It might be helpful to record main discussion points on a flip chart which will help people to see what is being written down and correct the recorder if their thoughts and ideas were entered incorrectly.

Having your Conversation

Guidelines - Providing a few basic rules will help create a productive, open, and shared conversation. Before you begin, remind all people that:

- ✓ Everyone has wisdom, and we need everyone's wisdom for the best result;
- ✓ There are no wrong answers;
- ✓ It is important that people listen to each other and try to understand the thoughts and ideas of others; and
- ✓ The purpose of the conversation is to think about the future.

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If the members of your conversation do not know each other, go around the room and introduce yourself. Be sure to include:

- ✓ Your name;
- ✓ Your job or role; and
- ✓ Some basic personal background information.

Submitting your Questionnaire

There are three ways to submit your completed questionnaire:

- 1) Complete and submit the questionnaire online
- 2) Email the questionnaire as an attachment to the project team at HS.PDDConsult@gov.ab.ca (Please attach the form in Microsoft Word Document (non-PDF) format.
- 3) Send the completed questionnaire by regular mail to:

Attention: PDD Safety Standards Consultation
3rd Floor, Sterling Place
9940-106 Street
Edmonton, Alberta
T5K 2N2

Completed questionnaires must be submitted by July 6, 2016

Instructions how to save a document:

1. If you do not have access to Word, please submit discussion notes in .txt format using a program such as Notepad or WordPad (both should be available in the Accessories folder in the Start Menu). When saving, go to "Save As", and select text document in the drop down box.
2. Please include the date and the name of your group in the file name.