



CONVENER RESPONSIBILITY WORKSHEET

- Identify a scribe and timekeeper (you may do it yourself or ask for a volunteer (better!))
- Record the name of the session and the convener's name on the form provided.
- List the participants on the form provided.
- Start the discussion
- At the end summarise the main points from the session together before and list any recommendations for taking it forward
- Capture the discussion from your session:
 - Use what ever form works best for you: flip charts, notebooks, drawings, images
 - Summarise the discussion and any recommendations on a single sheet flip chart sheet for the News room wall.
- Label the notes/flip charts with the topic/convener
- Post the summary sheet, plus any additional sheets and any notes on the News board in the main room.