10 INTERFACE DIALOGUE

🕐 **2h 00m**

👥 **PLENUM AND SMALL GROUPS**

DESCRIPTION

This activity provides a structured framework for team members to communicate and give feedback to one another.

The Interface Dialogue can be used to identify and resolve recurring frictions or to strengthen mutual understanding and improve relationships.

💼 PREPARATION

- Review Background Paper:
  Giving Feedback (07)
- Draw a data table on the flip chart. The table should have: (4) rows and (1/2 the number of participants) columns. Label each row as a 20' time slot.

✏️ MATERIALS

- Pin Board
- Flip Chart
- Moderation Cards

📄 TOOLS

- Background Paper:
  Giving Feedback (07)

🚩 SUMMIT 🔭 OUTLOOK

💬 INTERNAL COMMUNICATION & DECISIONS

STEP 1   INDIVIDUALLY:
Using moderation cards, list the 3-5 team members who you work most closely with on a regular basis. Below their names, write what you need from them to make your collaboration function more smoothly. Review **Giving Feedback (07)** ■▧ and think about how to best address these issues. **[10 MIN]**

STEP 2   IN PLENUM:
On a flip chart four consecutive 20 minute slots are listed. Team members should schedule short meetings with the people whose name they listed on the moderation cards. (Note: not everyone will have a dialogue session in every slot - this is fine). **[10 MIN]**

STEP 3   IN PAIRS:
Sit together in a quiet, comfortable place. Address the needs that you wrote on the moderation cards. What was helpful and what was difficult about working together? How can you jointly overcome points of friction? **[4 x 20 MIN = 80 MIN]**

STEP 4   IN PLENUM:
Go around the circle and share any observations or agreements that may affect the entire team. **[20 MIN]**

FOLLOW UP
If you find the experience to be helpful, the Interface Dialogue can become a regular practice.