**Pre/Post Seminar Generic Process Script**

***Pre Seminar Process* –Prepare participants to participate in seminar discussion with a version of the following script:**

*“A Paideia Seminar is a collaborative, intellectual dialogue about a text, facilitated with open-ended questions.*

*“The main purpose of this seminar is to arrive at a fuller understanding of the ideas and values from*

\_\_\_\_ (insert text title here) \_\_\_\_\_, *of ourselves, and of each other.*

*“As the seminar facilitator, I am primarily responsible for asking challenging, open-ended questions, and I will take a variety of notes to keep up with the talk turns and flow of ideas. I will help move the discussion along in a productive direction by asking follow-up questions based on my notes.*

*“As participants, I am asking you to work toward the following ground rules:*

* **Think** *deeply about the ideas and values expressed in the dialogue, examining various perspectives with an open mind.*
* **Listen** by *looking at the speaker, perhaps taking notes, and not talking while another is talking.*
* **Speak** *loudly enough for everyone to hear, asking questions as well as making statements, while looking at others.*
* **Refer to the text** *by citing specific page and line numbers and quoting actual passages to support a point of view.*
* **Address other respectfully** *by using others’ names, agreeing/disagreeing constructively and courteously, and making connections to others’ comments.*
* *Is there another ground rule that anyone would like to suggest?*

*“You do not need to raise your hands in order to speak; rather, you try to stay focused on the main speaker and wait your turn to talk.*

*“Now, let’s think about how we normally participate in a discussion as a group. Is there a goal that we can set for ourselves that will help the flow and meaning of the seminar? For this seminar, I would suggest* [Set group goal(s) and display it for all to see.]

*“Please consider the list of personal participation goals that I have listed on the board.”* [Choose at will]

To speak at least three times To say *“I want to build on …” (in reference to another’s comment)*

To refer to the texts in detail To use the phrase *“I agree with…” (in reference to another’s comment)*

To ask at least two questions To use the phrase *“I disagree with…” (in reference to another’s comment)*

To speak out of uncertainty To say “*I have a question about…”*

*“Is there one goal that is a particular challenge for you personally? Will you choose \_\_\_\_ goal(s) from the list and commit to achieving it during the discussion we are about to have? Please write down your personal goal(s).”*

***~Begin Seminar Plan and Questions here~***

**Post Seminar Generic Script**

***Post-Seminar Process* – Assess individual and group participation in seminar discussion with an**

**appropriate version of the following script:**

*“Thank you for your focused and thoughtful participation in our seminar.”*

*“As part of the post-seminar process, I would first like to ask you to take a few minutes to reflect on your relative success in meeting the personal process goal you set prior to beginning the discussion. Please review the goal you set for yourself and reflect in writing to what extent you met the goal. In addition, note why you think you performed as you did.”* (Pause for reflection.)

*“Would several volunteers please share your self-assessment and reflection…?”* (Share)

*“Now I would like us to talk together about how we did in relation to the group process goal we set for ourselves”* (Restate group goal here).

*“On a scale of one to ten, ten being perfect, how would you say we did? Why?”* (Pause for discussion.)

*“As always, our goal is continuous improvement: both as individual seminar participants and as citizens. Thanks again for your participation.”*