

# Women's World Café

## Etiquette:

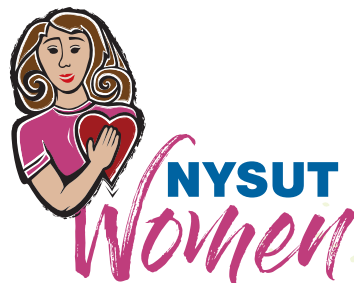
- Focus on the table question or topic
- Share your thoughts
- Speak your heart and mind
- Listen for understanding
- Link and connect ideas
- Listen to gain deeper insight and spur questions
- Play, doodle and draw
- Have fun!

## Resources:

Visit [www.nysut.org/women](http://www.nysut.org/women) for:

- Posters
- Handouts
- News stories
- PowerPoint presentations
- Photo galleries

Email the NYSUT Women's Committee at [women@nysutmail.org](mailto:women@nysutmail.org) for further information.



Start  
your own café  
conversations  
anywhere,  
anytime.  
No franchise  
needed!

# WELCOME TO THE Women's World Café

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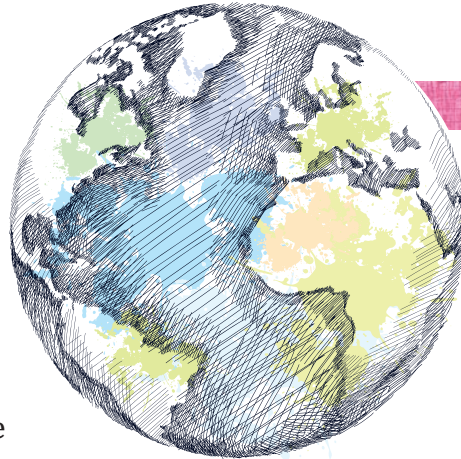
## Women's World Café Take-Out Menu

Learn how to host your own Women's World Café  
— anywhere and anytime!

WELCOME TO THE

# Women's World Café

The Women's World Café is a four-step, "café-themed" meeting formula designed to foster dialogue, encourage active listening and break down barriers to meaningful communication in large groups.



## The setting:

- Create a café environment. For example, use small round tables covered with a tablecloth and butcher paper for doodling or note taking. Include mugs of colored pens and vases of flowers at each table. Provide snacks and beverages to foster a café ambiance.
- Select a café host. This individual will welcome participants, explain the World Café process and facilitate the café overall.
- Assign table hosts. Depending on your café setup, hosts can serve as graphic recorders, charting the group's ideas on flip charts or wall murals, or as organizers, informing rotating groups about the table question/goal and keeping members on task.
- A few general guidelines. Tables should seat four to five people each, and focus on a single question or issue. Select a different marker color for each small group. Use a bell or chime to cue participants when to switch tables — approximately every 20 minutes.



## The steps

### Step one — "Starters"

- Gather and welcome meeting participants
- Provide overview of meeting structure
- Discuss meeting goals
- Brainstorm discussion topics and questions

### Step two — "Entrees"

- Break event participants into smaller discussion groups
- Assign groups to a starting discussion table
- Have groups rotate from table to table for at least three discussion rounds
- Encourage participants to write or draw ideas on tablecloths/butcher paper

### Step three — "Desserts"

- Groups return to their starting table for a group brainstorm
- Small group members report out their findings to the large group

### Step four — "Take Outs"

- Provide participants with take home materials for further discussion
- Examples include information sheets, web links to articles, books and other resources

