

## **Suggested Facilitated-Meeting Guidelines**

**(To help assure a productive workshop)**

- Be open to new ideas by respecting others' opinions
- No right or wrong answers/responses (so avoid being judgmental).
- Be concise so everyone can participate.
- Only one person talks at a time.
- Actively participate.
- Pass if you choose not to speak
- All of same status during our workshop time
- Try to enjoy this.

Facilitator: Steve Grabow, Professor and Community Development Educator, UW Extension, Jefferson County Office.

Task Force on Organization and Operations Workshop, April 22, 2015

# **Jefferson County Task Force on Organization and Operations**

## **Task Force Workshop Session: Focus Group Questions and Exercises**

**April 22, 2015**

**8:30-11:30 am**

**UW Extension, Room 12**

### **Agenda**

- ❖ Review “Proceedings Report” from diagnostic session on April 9<sup>th</sup> with core group.
- ❖ Review and agree to workshop guidelines.
- ❖ Participate in a facilitated session that addresses several questions in a “focus group exercise” format.

### **Focus Group Prompting Questions**

#### Strengths, Assets and Accomplishments

1. What do you see as strengths in the operations and/or organizational structure of Jefferson County government? and/or
2. What are you as positive things associated with Jefferson County government over the past few years? and/or
3. What are you pleased with or proud of when you look at accomplishments by Jefferson County Government over the past five years or so?

#### Weaknesses, Challenges and Concerns

1. What do you see as weaknesses, challenges or concerns in the operations and/or organizational structure of Jefferson County government? and/or
2. What are concerns or challenges you see that can affect Jefferson County government and its future?

#### Opportunities and Hopes

1. What do you see as either opportunities or hopes associated with the operations and/or organizational structure of Jefferson County government? and/or
2. What are opportunities or hopes you have for the future of Jefferson County government or the setting of Jefferson County and its communities?

#### Operating Principles

1. What do you value most in the work of the Task Force? and/or
2. What are ways that the Task Force should work together and with others to help achieve its purpose? and/or
3. What are some operating guidelines or principles to help guide the work of the Task Force?

(over)

