

Lunch and Learns are facilitated group discussions. You will not be lecturing or teaching the group, but encouraging members to discuss what they have been learning. Use good conversation starters to get the ball rolling. Stimulate others to share, listen attentively when they speak, and affirm discussions based on other group members' questions and insights.

BEFORE

- Recruit people for the group
- Coordinate a consistent time and place to meet (live or virtual).
- Be available to communicate with the group from time to time for admin reasons.
- Send out the discussion topic or article, along with thought provoking questions for them to consider.

DURING

- Lead members through the material, article or issue at the beginning of the session.
- If you have a large group, consider breaking them into smaller groups to discuss the topic and their thoughts on the questions for 5 – 10 minutes.
- Motivate group members toward self-examination, reflection, and action planning with respect to the topic.
- Lead the larger group discussion of the questions or issues under consideration, encouraging full participation by all.
- Model respect for different opinions and views on the topic. If you have selected a useful topic or article, the 'answer' will not be simple, nor black and white.
- Summarize any conclusions, action steps or go-forward plans agreed to by the group.

AFTER

- Provide feedback on the Lunch and Learn group to other leaders within your organization. Consider preparing a summary report of the discussion and two of the 'lessons learned'.
- Involve other members of the group in the feedback discussion, as appropriate.
- Post the summary document on your educational portal, in your newsletter and / or Yammer site.
- Solicit and collect suggestions from members for the next topic or article to discuss.

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TIPS FOR GOOD QUESTIONS

- Ask open-ended, probing questions, not those that can be answered with a simple, one-word answer.
- Include questions that evoke feelings, thoughts, and insights.
- Ask questions that require them to relate the topic to their own work.
- Ask questions that stimulate people to apply what they are learning.
- Read the **You Be the Judge** case study (or other material) prior to the meeting. Make notes and record questions as they arise.
- Use a timer to make sure you cover the key points in the process. To avoid anyone from dominating the conversation, ask “What does anyone else think?”
- Creative activities – incorporate other ways to promote discussion and change things up. For example, share articles or videos that are related to the topic. TED talks, for example, are a great source of content.
- Review your organization’s specific policies or procedures related to the topic.

OPEN-ENDED QUESTIONS:

- How do think the Judge will rule and why?
- Have you witnessed an example similar to this case? How did it turn out?
- What are two lessons that can be learned from this example?
- How might we use this idea or example in our own work?

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