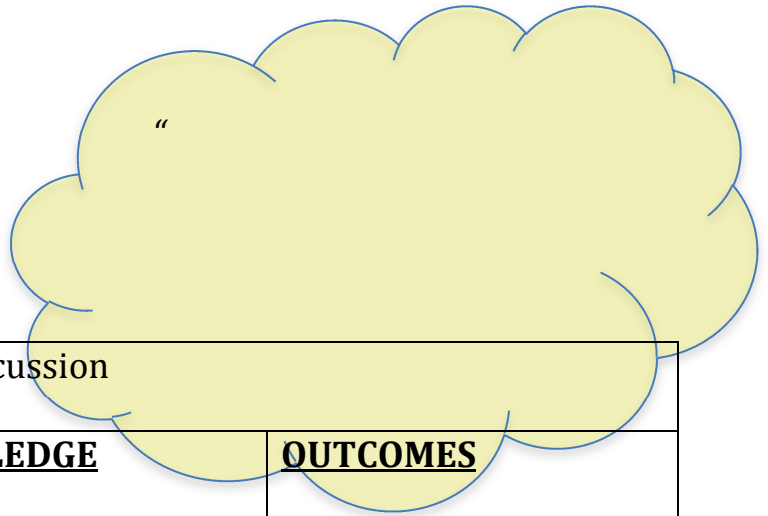




ACTIVITY FOR TOOLKIT



ACTIVITY NAME: Chairing a discussion		
KEY COMPETENCE: <u>Leadership</u> <u>Communication</u> <u>Cooperation</u>	KNOWLEDGE	OUTCOMES
INVOLVES: Whole class activity Age range; secondary school		
APPROXIMATE TIMING: 30 minutes		
AIM: To develop leadership skills chosen lead participants and listening and communication skills of all participants, assertiveness and time management.		
DESCRIPTION OF ACTIVITY: 1 Set up a discussion point with a decision to be made, or resolution to vote on. This could be something related to school, local area or a social issue. It can work best if the class are allowed to decide on the issue to discuss, although the teacher might like to give examples. 2. Appoint a chairperson and minute taker, time allocation and progress monitor. 3. The chairperson has to lead discussion and manage participation. Minute taker – takes minutes to record the discussion and resolution. Monitor - to record the level of participation of all those present. 4. After the vote on the issue, have a plenary discussion about the success		

of the debate;

Was every participant given equal opportunities to speak?

Was the chairperson effective in involving all participants?

How did s/he manage the contributions from participants?

Did anyone behave inappropriately?

RESOURCES REQUIRED:

Note-taking equipment. Class room set out with a big table and audience space.

Stopwatch.

TEACHER ADVICE

Once the class is used to the format the teacher can make it more challenging by priming certain students to behave in particular ways – e.g. constantly interrupting, talking over others, etc. – to see how the chairperson manages the discussion.