

Circle Planning Tool

Date _____ Duration _____

Facilitator/Circle Keeper(s) _____

Circle Type	<input type="checkbox"/> Proactive <input type="checkbox"/> Responsive <input type="checkbox"/> Formal conference <input type="checkbox"/> Sequential <input type="checkbox"/> Non-sequential <input type="checkbox"/> Fishbowl	
Set Up	<input type="checkbox"/> Large circle <input type="checkbox"/> Small circle <input type="checkbox"/> Fishbowl <input type="checkbox"/> Conference Seating Arrangement	
Materials	<input type="checkbox"/> Talking piece <input type="checkbox"/> Center piece <input type="checkbox"/> Other:	
Plan	Description	Time
Introduction & Purpose		
Agreement & Talking Piece	<input type="checkbox"/> Establish or review group norms/agreement/behavior expectations <input type="checkbox"/> Explain or review talking piece norms (speaking and listening)	
Opening Prompt/Question: <i>Check-in, Ice Breaker, Intros, etc.</i>		
Discussion Questions/Prompts <ul style="list-style-type: none"> ▪ <i>Relevant</i> ▪ <i>Simple & clear</i> ▪ <i>Open ended</i> ▪ <i>Energizing</i> ▪ <i>Not leading</i> ▪ <i>Give voice</i> ▪ <i>Invite stories</i> ▪ <i>Focus on feelings</i> ▪ <i>Keep on topic</i> 	Round 1: Round 2: Round 3:	
Closing Prompt/Question: <i>Check-out, Reflection (Personal or Process), Commitments, etc.</i>		
Notes		