

❖ How to Provide Useful Feedback

- Focus on the proposer's interests, thoughts, feelings, intentions, and satisfaction.
- Be concise - allow others to speak and comment.
- Avoid mere "lists" of contacts - justify a suggested contact with reason and knowledge.
- Be strategic – prioritize suggestions that you feel best match the proposer's interests.
- Allow for further questions and clarifications to be introduced.
- Comment and reinforce other member's suggestions you think are beneficial.
- Be sure the proposer is able to benefit from the feedback.



“Serving Your Community for the Common Good.”



Partnership Council Quick Reference

❖ Partnership Council Session Agenda

Opening: 5-10 minutes

- Conduct Introductions.
- Read Function, Values, Ground Rules and Useful Feedback out loud.
- Read Roles out loud.
- Announcements.

Council Session: 30 minutes each proposal

- Introduce each proposer and title of proposal at designated time slot.
- Proposer orally summarizes goals, objectives, and specific questions. (5 minutes)
- Collective council dialogue.
- Re-cap of information presented, deliberation continues until proposer satisfaction achieved (new knowledge and specific actions identified).

Closing: 5-10 minutes

- Final discussion of feedback with proposer(s) if necessary.
- Identification of any necessary follow-up and appropriate communication.
- Answer any final questions.
- Confirm date, time and location of the next council.

❖ Function

- A “council” is an assembly of persons equal in authority and power who are convened for consultation, deliberation, or advice. (Merriam-Webster, 2009).
- The Partnership Council assists individuals or groups in locating meaningful placements, collaborators, or partners based on perceived needs, assets, and priorities in the local community.
- The Partnership Council supports any and all proposals for civic engagement to the best of its collective ability.

❖ Values

- The Partnership Council convenes under the belief that there is greater potential to be found in collective knowledge and face-to-face dialogue than that by which any one individual or group may achieve by themselves.
- The Partnership Council strives to embody, honor, and model the following values:
 - ◆ Shared Voice
 - ◆ Reciprocity
 - ◆ Open Communication
 - ◆ Active Engagement

❖ Ground Rules

- Start on time.
- Keep the council process and dialogue highly focused on the proposal.
- Manage proposal time slot
- All opinions are honored.

❖ Roles in the Council

What does the proposer do?

- Briefly summarize the goal of the proposal and specific questions – no more than 5 minutes.
- Be concise recognizing that all council members will have read the written proposal beforehand.
- Help members fully understand your goals by answering questions.
- Provide feedback during discussion with council as to the suggestions you feel are helpful and those you feel are not.
- Indicate overall level of satisfaction with council suggestions.

What do council members do?

- Make the satisfaction of the proposer your PRINCIPAL goal.
- Listen closely – focus on the goals and objectives of the proposal.
- Ask useful questions to help clarify or fully understand the proposer’s interests.
- Provide feedback and suggestions to proposer.
- Help the proposer obtain new knowledge and identify specific actions to take.

What does the facilitator do?

- Manage the session according to agenda.
- Determine length of proposal presentations, keep track of time, and inform members when time is coming to an end.
- Ask proposer level of satisfaction with council feedback and determine if more deliberation is needed.