

CULTURAL AND ARTS ENTREPRENEURSHIP IN ADULT EDUCATION

Module 2, Session 4

Handbook – World Café Approach



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Module 2, Session 4:

World Café Activity - A Comprehensive Guide to Setting Up and Managing a World Café activity.

The World Café

Introduction to the Topic

The World Café approach is an engaging experience for learners. It is an exploratory method which enables individuals to learn through discussion. The approach is simple, effective and flexible. This activity offers learners the opportunity to diverse with others and fosters learning through group participation. The World Café approach facilitates interaction between learners as they are exposed to a unique environment that fosters dialogue, engagement and collaboration.

How to use this approach?

Design Principles of this Topic

The World Café activity is centred on 7 design principles:

1. Set the context
2. Create a hospitable space
3. Explore the questions that matter
4. Encourage group contribution
5. Connect diverse perspectives
6. Listen together for patterns and insights
7. Share collective discoveries



How to facilitate a World Café Activity?

The Set-Up

Running and managing your own World Café Activity is a great method to encourage openness, transparency, respect, collaboration and the sharing of information in your teaching practice. The following steps will help to guide you in incorporating the World Café Activity in your teaching environment:



The Steps

Step 1:

In the classroom, you will first need to set the scene. You want the World Café to resemble a café, which will encourage individuals to openly converse with one another. Organise the tables as you would see them in a café, with around 4-5 chairs at each table. Cover each table in paper table cloths, and supply pens for individuals to take notes.

Step 2:

Develop discussion questions. Your World Café activity will want to explore a topic that participants will discuss through prepared questions. You can structure your activity on one question or have it structured around multiple. It is important to determine which approach you are taking before beginning the session. Once you have completed your set up, invite learners to your World Café. Welcome and introduce the activity. Briefly explain the process and the purpose of the activity.

Step 3:

With individuals sat at tables, the activity will feature small rounds of 20-minute conversation. Establish a “host” for each table, who will remain at their table for the entire activity. Preface each round with a question specially created for the specific context and desired purpose of the World Café activity. You can choose to use the same question for each 20-minute round of conversation, or you can choose to build questions to focus the conversation. Invite learners to discuss the particular theme, question or topic. Encourage individuals to take notes, or even make notes on the tablecloths.

Step 4:

After a 20-minute round, people will then move to another table, except for the host of each table. The host will welcome and inform the next group what happened in the previous round.

Step 5:

Continue for the desired number of rounds. After the session, invite individuals to share with the group at large what they have discussed in the World Café activity. Individuals can orate their discussion or present it visually to the other group members.

Setting up a World Café Activity

Preparation

- Set up the activity
- Determine the topic(s) that will lead discussions
- Identify the question(s) that participants will discuss



Materials

When managing your World Café activity, it is important to set the scene by having suitable materials. Through this, you can create a welcoming environment that facilitates discussion and diversity. For your World Café session, you will need to have the following items:



Necessary:

- Tables
- 4-5 chairs per table
- Tablecloths (paper if possible)
- Flip chart
- Markers, crayons, and pens in multiple colours for every table

Optional

- Coffee / Tea
- Refreshments
- Background music
- Post-It notes



Managing a World Café Activity

Do's and Don'ts

It is important to remember and prioritise the seven design principles of your World Café Activity when you are managing this teaching approach. As the Café host, you have the ability to create a meaningful and interesting conversation for all participants.

What to do

- Organise your World Café Activity around the seven design principles
- Prepare your discussion questions in advance
- Name your Café appropriately (for example: Language Café, Leadership Café, etc.)
- Create a comfortable and inviting environment for participants
- Welcome and explain the activity clearly to participants
- Make sure the questions or themes of rounds are clear and concise
- Explain café guidelines and etiquette (or display them to participants)
- Encourage everyone to participate
- Encourage participants to note, doodle or even draw
- Be creative in adapting the design principles of your World Café to meet the unique needs of your situation.

What not to do

- Do not be unorganised
- Do not do this activity with a small group
- Do not exceed 20-minute conversation rounds
- Avoid topics or questions that are vague or controversial
- Do not create a tense or awkward discussion environment
- Do not facilitate biased or prejudiced discussions
- Do not embarrass participants when they share knowledge or opinions
- Do not use stereotypes to guide discussion
- Do not force participants to discuss
- Avoid focusing on quieter participants
- Avoid long sessions which could cause participants to lose interest in the activity

Conclusion

Ensure that all participants feel comfortable and can easily discuss with other group members. As a conclusion for this activity, consider providing learners with a clear overview of the material covered in the discussions. This can be useful to reinforce the information discussed in this activity. The World Café activity can create insightful and meaningful conversations by active engaging learners. It acts as a proactive session that aims to create possibilities and enjoyable learning environments.