Handout #6 - Last word protocol

Purpose:
The purpose of this Final Word Protocol is to expand or clarify the interpretation of the non-negotiables, by forcing everyone to offer, interpret, listen closely to, and reflect back other’s interpretations.

Time:
The discussion of each Non-negotiable will take 10 minutes if the time is followed closely.

20 minutes per topic
- Everyone reads the non-negotiable 3 minutes
- Presenter: 3 minutes
- Other Responses: 2 minute per person
- Presenter: Final word: 2 minutes

Steps:

1. Read through the identified text of your first non-negotiable. Underline or highlight quotes or statements you find interesting or important. (3 minutes)

2. One of the team members who developed the non-negotiable description explains what is in the statement and why this is important. (3 minutes)

3. Go round-robin and have each person respond to that text and what the presenter said in less than two minutes. The purpose of the response however is to expand on the presenter’s thinking about the issues, to provide a different look at the issue, to clarify thinking about the issues, and to question the presenter’s assumptions about the issues. (2 minutes per person.) People may pass if they do not have something new to add.

4. After going around the circle with each person responding, the first person has the “final word.” In no more than two minute the presenter responds to what has been said: Now what are you thinking? What is your reaction to what was said?

5. Repeat the process with the second and following Non-negotiables.

6. Have the small work groups now re-work their Final Drafts.