

**MIAMI RIVER COMMISSION RETREAT, January 20, 2005**  
**GUIDELINES FOR SMALL GROUP BREAKOUTS**

1. Keep groups approximately same size.
2. Groups should be heterogeneous.
3. Participants can self-select unless Chairs/Facilitator sees an imbalance in size.

Once in your groups do the following:

- 1.** Pick a Reporter.
- 2.** Pick a Recorder (someone who writes legibly!).
- 3.** Keep close track of your time.
- 4.** Make a list of all members of your small group.

**FOR OBJECTIVES:**

1. State the area as a GOAL if not already done. (Example: Security= Ensure that the Greenway has adequate security to allow pedestrians/users to feel safe and secure when on the greenway.)
2. Number the issues on the post it notes
3. Sub categorize if you think necessary
4. Draft Objectives for each sub category, if created. If not created, draft objectives for the goal.
5. Have your recorder write your objectives on the flipchart pages provided.
  - a. Number your pages
  - b. Note the names of your small group members.
  - c. Indicate which issues the objective addresses in parentheses. [Example: This is an objective (1, 7, 5)]

**FOR ACTION STEPS:**

1. Create action steps for EACH objective.
2. Indicate which objective you are working on at the top of the worksheet. (you can use more than one page, but indicate the page numbers)
3. Brainstorm all that must be done on post its. (one step per post it)
4. Then put post its on worksheet in chronological order.
5. Do this for all Objectives before you answer the other columns (By whom, By when)
6. As you draft action steps for each objective, consider which governance model may be best suited to accomplish all your Goals, Objectives and Actions. If your group is comfortable doing so, make a recommendation.