

## **ACTION PLANNING II**

### **GUIDELINES FOR SMALL GROUP BREAKOUTS**

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

**Once in your groups do the following:**

- 1. Pick a Reporter.**
- 2. Follow the questions in the sequence asked.**
- 3. Keep close track of your time so you complete work sheets in the allotted time.**
- 4. Don't allow too much discussion, keep discussion focused.**
- 5. Your Facilitator will assist you in moving along and balancing your input and time.**