



Education Café Facilitator Instructions

What is an Education Café?

Education Cafés are similar to Parent Cafés that are aligned to the Strengthening Families Initiative. Education Cafés focus on discussion related to family engagement within the education system. The model is derived from the World Café conversation process and the discussion is structured to support emotionally safe spaces for families to learn from one another as experts on their children. Through this conversation process, families recognize they share many things in common with one another, they learn from families who have faced similar challenges, and they receive positive feedback and dialogue rooted in empathy rather than advice. This self-reflection and peer networking results in relationships that are authentic and build community within the family network. Families report feeling supported, heard, and inspired during their experience.

Benefits to the family, community, and schools

- Families are connected to resources and peers
- Families feel less isolated
- Families feel supported through the conversation agreements and process
- Community organizations can partner with the school to support and sponsor a Café
- Communities and schools can learn important insights into the challenges and successes of families they serve



Training:

Contact the Prichard Committee admin@prichardcommittee.org for a listing of scheduled trainings or to schedule a training in your area either virtually or in person. (Minimum 10 participants for in person)

Sponsorship of a Café

Cafés require minimal expense to host and are sustainable through ongoing support and sponsorships from community organizations within your community. Some suggested sponsors are:

21 st Century Grants	FRYSC Grant Funding
Title 1 Funding	PTA-PTO
Extension Services	Local Civic Groups
Full-Service Community Schools	Public Libraries
Prevention Programs	

Facilitator Guide

Supplies needed:

Name tags	Flip Chart Paper
Markers	Deck of Cards for the One on One
Café Questions	Timer
Table Décor/Table items	Blank Note Cards for Commitment Cards
Background Music	Agreements for each table
Welcome Sign	Table Cloths



I. ROOM PREPARATION

- Create a Café appearance by staggering round tables.
- Tables should be set with no more than 5 seats.
- Set up a registration table with name badges and a sign in sheet
- Decorate with tablecloths and centerpieces.
- Place a flip chart size sheet of paper on each table with markers.
- Place the Café Agreements sheet on each table. (see attached)
- Place the questions for the café under the large sheet of paper on each table.
- Before class begins, start music.
- Place a large, attractive “Welcome” sign at the entrance.
- Because it is a Café, provide coffee and other beverages. When applicable to the theme, provide light refreshments or a meal.

II. REGISTRATION

- The Café Host welcomes the guests at sign-in.
- Playing Cards are handed out for the One on One activity
- The Café Team--Table Hosts (one-to-four ratio of table hosts to guests), Recorders, Time Keepers, and Family Worker-- assists in the welcome and registration.

III. CAFÉ

Welcome

The Café Host introduces the team and announces the team is available before, during, and after Cafés for one-on-one conversations. Cafés begin and end on time.

Theme:

The café host announces the theme

Café Agreements:

- The Café Host reads the Agreements:



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- Speak from your own experience. Use “I” statements.
- Listen attentively. Do not interrupt.
- No judgments, positive or negative.
- Do not give advice.
- Conversations remain confidential. What is talked about in the Café stays in the Café. (Unless applicable to KRS 620.030)
- Cell phones are to be turned off or silenced. Calls, emails, and texts may be accepted in private by temporarily leaving the room.
- Guests are permitted to exit and re-enter the room at their convenience.

Café Host asks participants to nod or raise their hand in acknowledgement that they agree to the agreements.

One on One:

Hosts will prompt participants to locate the person with the matching card to theirs. Once paired up each participant will speak for 2 ½ minutes (The subject they are speaking about is determined by the Café Host. Example. I am...) While one participant is speaking the other is to listen attentively without speaking. Hand signals and nods are ok. At the end of the two minutes the participants will switch and start the process again.

Debriefing questions:

- What was that like?
- What did you learn about yourself?
- What is something interesting you learned about your partner?

Café Conversation



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Café Conversations must be a minimum of 15 minutes for each round. It's recommended that you do three rounds of 15 minutes.

1. Café Table Hosts introduce themselves. And leads the facilitation of introducing others.
2. Table host goes over the agreements again
3. Table host helps the table determine the question they will be answering.
4. Table host is the gate keeper to the process and adheres to the rules.
5. The Café Host will give the tables the 2 minute warning.
6. If a guest is experiencing overwhelming emotions and is in need of a one-on-one conversation, the Family Worker leaves the café table conversation to assist the guest.

Commitment Cards are handed out by the Café Host during the last round.

7. The guests are asked to place their address on an envelope and write their personal commitment related to the Protective Factors. (The Café Host will prompt them with a statement to include in their commitment card. Example. I will nurture myself by...)
8. The Café Host leads the participants in a debrief (harvesting) of the café conversation. The Café Host addresses the guests as one group asking them to share ah-ha moments.
9. The Café Team provides emotional closure while allowing reflection with the One-Word Closing Activity. (Café Host will ask for their name and their word and will write it on flip chart paper.)
10. The Café experience ends with evaluation and next steps. All guests should exit with an understanding of "what's next."

Quick Guide to Table Hosting



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1. Welcome everyone to the table
2. Do introductions
3. Assist with determining the question you will answer as a group
4. Review Café Agreements
5. Participate in the conversation
6. Gatekeep the agreements
7. Allow the conversation to go further or move on to a question you may not have chosen first

Café Agreements:

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