



THE ART OF CONVENING™ Purpose in Action

THE ART OF CONVENING TRAINING

FIELD GUIDE

Welcome to The Art of Convening™ Training **The 9 Aspects of Convening**

In preparation for our time together we've included guidelines for optimal success of the sessions during the Training. Please review the "Field Guide" thoroughly.

What is in this document:

- I. Agreements & Guidelines
- II. Online Learning Support
- III. Partner Calls
- IV. Tips for Participation
- V. Getting Help

In gratitude,

Craig Neal and the CPL Team

Convening is the art and science of gathering and holding the people in a safe and generative space, for the sake of authentic engagement each time we invite people together, whether virtually or in person.



I. AGREEMENTS & GUIDELINES

We all come as Conveners, the gatherers and holders of people. This training will take advantage of your gifts and genius to reveal the art that lies within. Come prepared to participate sharing your insights, reflections and experiences; they will be called upon.

Intention: Building trust while being in a learning community together

- ☀ We agree to be fully present, free from distractions (electronics, etc.).
- ☀ We will listen deeply with the intent to understand and be of service.
- ☀ We presume positive intent.
- ☀ We come with open mind - notice our assumptions and judgements.
- ☀ We agree to suspend certainty so fresh ideas, creativity and surprises can emerge.
- ☀ We honor confidentiality. What is shared is held with respect and not shared by name without permission.
- ☀ We know that each contributes to the whole and a positive outcome.
- ☀ We will allow the conversation to slow to the pace of the heart and of life.
- ☀ We can ask for what we need.
- ☀ Craig Neal will convene and be point for each session.

Your Training Sessions

Attendance: It is agreed that you will attend each session on time throughout the Series unless communicated in advance. As a learning community, we create interdependence that grows with each session. Your commitment to being present is essential to the quality of the outcome for everyone.

Timing: Zoom Sessions

Please arrive 5-10 minutes early to get settled and check your technology.

We begin promptly at the designated time. Allow a few minutes to prepare before arriving to a session.

If you are presenting a Case Study please arrive 10-15 minutes early to get settled and check your technology.

Missing or being late to a session:

- If you are unable to make a session let us know as far in advance as possible so we may plan accordingly.
- All sessions are recorded; plan to view the session as soon after the session as possible. It's especially important to review prior to between-session Partner Calls.
- If you are late to a session, please join the group and announce your presence immediately.
- These protocols are designed to maximize the quality of our time together.

Priorities: It is important that you attempt to be on a session even if you are late, cannot stay for the duration, or need to connect from a challenging location. Making

an effort to participate in each session is a high priority. You will not inconvenience or interrupt the group. On the contrary, your show of commitment will be an inspiration to all.

Your Surroundings: During each session, find a quiet location, preferably a familiar room where you are alone without distraction. Excuse yourself from all commitments and obligations to family, friends, colleagues and pets. Experience has proven your ability to be present will greatly enhance everyone's experience.

We invite you to come to these sessions ready to give yourself two hours of uninterrupted spaciousness.

Get something to drink and a snack if you want one; turn off texts and alarms, cell phone ringers and any other distractions.

Take a bio break.

Treat yourself to a "transition" just prior to signing into Zoom:

Fill your lungs with air, top to bottom, at least twice, and give your body a good stretch before we start.



II. ONLINE LEARNING SUPPORT

- a. Blog Online Learning Platform
- b. Zoom
- c. Google Docs

All online platforms, documents and recordings are private to your group, to be used only by you, CPL, or a participant of your group.

If any of these technologies are new to you, we invite you to give yourself time to settle in and get comfortable with them the first time you use them. Very soon you will find it effortless.

Here are two resources, also found on the website, right column:

- [Easy Peasy Tech Guide](#)
- [9 Tips for a Professional Zoom](#)

a. Website Online Learning Platform

Your blog supports each AoC session as a learning platform for your group. The blog is the place to find all documents: session dates, your E-workbook contents, Field Guide, Syllabus, homework assignments, and archives. It also serves as a forum for our comments.

It is designed to be user-friendly and accessible on any computer or smartphone.

Once inside the blog you will be able to easily navigate:

- You may wish to use a 3-ring binder to file the E-workbook documents.
- The blog will be "live" for access until 30 days after the program close. At that point, all Zoom recordings are deleted and Google docs will be archived.

b. ZOOM

We use the Zoom conferencing platform that combines audio and video components. We will always be online 15 minutes before start time to help with your technology, answer questions, etc.

To maximize your participation in each session, the following is recommended:

**** Accessing the ZOOM platform**

If you have not used Zoom before, in advance of the first session, go to <https://zoom.us/> to ensure your computer or smartphone capability. You may be prompted to download & run Zoom.

Another option is to download the Zoom app on your smartphone as a secondary route for quick access.

For each session, simply click on the link provided for your cohort and follow the directions to enter the meeting ID. If the meeting has already begun, please wait to be greeted.

PERSONAL PROTOCOLS

Your surroundings: During each session, find a quiet location, preferably a familiar room where you are alone without distraction. Excuse yourself from all commitments or obligations to family, friends, colleagues and pets.

Remove background noise if possible. The less background noise and visual activity, the more pleasant the experience of listening for everyone. We've all dealt with the barking dog and running water!

USE OPTIMAL EQUIPMENT

- Computers with stable internet connection or smartphones are required. The Zoom technology is user-friendly.
- Headsets are recommended if compatible with your computer.
- Avoid using speakerphones, as they can create echoes or pick up static and background noise.
- A bad connection can sometimes cause background static. You may need leave the meeting and reenter using the same link and Meeting ID.

c. Google Docs

Accessed via the website or emails.

Private documents for sharing real-time notes and exchanges during the sessions and archival reference.



III. PARTNER CALLS

Partner Calls are with another participant, and are a time to share your reflections and deepen your learnings or experiences with another participant.

GUIDELINES FOR A GREAT PARTNER SESSION

• [Guidelines for Partner Calls](#): [document located on the right column of the website]
You may want to review the latest Zoom before a Partner Call.



IV. TIPS FOR PARTICIPATION

While synthesizing the experience and learnings of a session, don't feel you need to share much with others outside the cohort. If asked, keep it simple.

Four invitations from CPL:

- To be present.
- Take this time for yourself. This is a time for learning from the faculty and from each other, drawing on the wealth of life and work experiences in your cohort.
- We invite all of us to co-create this experience together bring our whole selves into the call and experience.
- We begin to slow down to be present to ourselves and one another. You may have heard of the concepts of presencing, mindfulness or emotional intelligence. That is what we invite in our time together.

Reflection time an essential component of the journey. The questions considered and conversations heard are an opportunity to go a little deeper with yourself. We request that each participant spend time during the course engaged in reflective time, such as jotting thoughts after a session or preparing for a session.

Find a few minutes of quiet, uninterrupted time to reflect and take notes. Light a candle or get a favorite beverage: something to mark a transition into a different space for reflection. Consider and write your first thoughts. Getting that first impulse on paper is important.

Reflective writing/journaling: For some, journaling is part of daily life; for others personal reflective writing is a stretch. We consider time to write or journal a gift of listening to yourself. A participant noted, "It's not a diary; it's a practice of listening. I don't journal to document; I journal to listen."

Whether you journal or just find quiet time, we suggest you have fun, take it easy and allow yourself to play with the process.



V. GETTING HELP

Here are the contacts for getting help online or by phone. Don't hesitate to contact us anytime. We want you to be successful.

Email- info@centerfpl.com

Phone- +1-612-920-3039