

## **Step-By-Step Guide: The Kiva Process**

### **Major Questions**

#### **STEP 1: LISTEN**

Listen to *Rule of Six* Presenters start the conversation and see what captures your attention.

#### **STEP 2: WRITE KEY WORD OR PHRASE**

In silence, at your table, write down a key word, phrase, thought or question you heard that captured your attention. Write it down on a post-it note. (No critiques. No analysis. Just what captured your attention.)

#### **STEP 3: SHARE KEY WORD OR PHRASE WITH TABLE**

Going around the table, one by one, everyone shares their key word or phrase that captured their attention. (Once again, no critiques, no analysis, just what captured your attention.)

#### **STEP 4: GROUP CONVERSATION GUIDED BY GROUND RULES**

Guided by the Ground Rules, the participants at the table engage in a conversation making sure everyone gets a chance to speak and no one dominates.

#### **STEP 5: WRITE YOUR SPECIFIC RECOMMENDATIONS, COMMENTS, QUESTIONS, OR ANSWERS TO THE MAJOR QUESTION**

At the end of the conversation, each member of the group reflects on everything that has been said and writes down specific recommendations, comments, questions or answers he/she wants the entire group to consider.