Tips for Leading Productive Community Conversations
About the Goodwin Procter Report

If you are planning on a meeting with your department or team to react to the Goodwin Procter report, the tips below are provided to help you plan for the conversation. The conversation should be goal oriented, inclusive, structured, forward looking, time limited, and optional.

Goal Oriented
- Establish clear goals for the conversation and make these explicit at the start

Inclusive
- Make sure everyone has a chance to speak – use guideline of 2 minutes per speaker
- Listen more than you talk – don’t offer too much of your own opinion early on because this might make people feel uncomfortable sharing their own opinions
- Be comfortable with and allow for some silence
- Ask broad, open-ended questions
- If necessary, establish ground rules for the conversation. Example ground rules could include stressing the importance of respectful language or being mindful of 2-minute remarks for each speaker

Structured
- Create a timed agenda (see sample)
- Have prepared questions aligned with your goals
- Offer disclaimer that the conversation has the potential to be difficult
- Provide resources

Forward Looking
- Give people ways to provide continued input and take constructive action
- Promise meaningful follow-up

Time Limited
- Have clear start and end times and stick to them
- 60 minutes should be enough time depending on the size of the group

Optional
- People can choose whether they participate without judgement or consequence