

DIALOGUE EDUCATION™  
**Tips & Tools**  
*Revolutionizing Your Learning. Transform Your World.*



In this issue of *Dialogue Education™ Tips and Tools*, we'll be linking dialogue to two different types of "staying on track":

1. Staying focused on the topic at hand; and
2. Staying within the time limits that insure the overall objectives for the session are met.

As we move into specific questions and ideas you can try on, remember, large group dialogues that go on too long drain energy—no matter how interesting or entertaining. And, they often exclude some voices. Meaningful pair or small group work that includes dialogue and produces something tangible at the end (a product) is an effective way of bringing movement and most—if not all—voices to the content. Engagement of the whole person is invigorating. This leaves the large group dialogue to process, extend or emphasize, and to stay most focused.

### **Dialogue and the Topic at Hand**

Learning Tasks often include a mixture of group and individual work, providing many opportunities for dialogue and for focusing dialogue. And if the task is engaging and meaningful, the dialogue is a valuable component of successful completion of the task.

## **Upcoming Events**

### **Learning to Listen, Learning to Teach**

*An Introduction to Dialogue Education™*

**April 26-29, 2011 ~ Stowe, VT**  
with Peter Perkins  
([peterp@globalearning.com](mailto:peterp@globalearning.com))  
**Early Bird deadline: March 1**

[register now](#)

**June 7-10, 2011 ~ Raleigh, NC**  
with Karen Ridout  
([karen@globalearning.com](mailto:karen@globalearning.com))  
**Early Bird deadline: April 12**

[register now](#)

**September 20-23, 2011 ~ Boston, MA**  
with Marian Darlington Hope  
([marian@globalearning.com](mailto:marian@globalearning.com))  
**Early Bird deadline: July 26**

[register now](#)

**November 1-4, 2011 ~ Toronto, ON**  
with Jeanette Romkema  
([jeanette@globalearning.com](mailto:jeanette@globalearning.com))  
**Early Bird deadline: September 6**

[register now](#)

### **Advanced Learning Design**

**June 13-15, 2011 ~ Raleigh, NC**  
with Karen Ridout  
([karen@globalearning.com](mailto:karen@globalearning.com))  
**Early Bird deadline: April 18**

[register now](#)

**November 16-18, 2011 ~ Montpelier, VT**  
with Peter Perkins  
([peterp@globalearning.com](mailto:peterp@globalearning.com))  
**Early Bird deadline: October 5**

[register now](#)



Respect for the GROUP'S learning, balanced with respect for individual learning, is a key responsibility for the facilitator.

A "Parking Lot" is a place to contain issues that need attention but are not part of the current event's content. Often this is simply a chart on the wall; be sure to be clear about who is responsible to carry these needs to the right people so that they can be attended to.

### **Dialogue and Timing**

A great design has room to take the time you need, when you need it. If you and the participants are totally clear on the purpose of THIS session (workshop/class) and what its outcomes are, then you are most able as the facilitator to decide when to encourage deeper dialogue. One teacher/facilitator I heard of calls this concept, "The Flexible 15" (minutes). It is not so much the amount of time, as being able to hold the tension of content and group needs, and to be attuned to when to take time and when to move on.

Questions you can ask yourself to decide whether to move on or not:

- "Is this dialogue necessary now (or here)?"
- "What work might not get done if I let this go on?"
- "How is this dialogue adding to everyone's learning?"
- "Would this topic be better served through a learning task?"
- "Is there a task or component of a task that could be let go, perhaps because this dialogue has achieved its intention or outcome?"

A key skill and tool for managing time is asking specific questions; specific questions invite specific responses.

Three other ideas are:

1. Quantify the number of examples you are inviting.
2. Invite participants to summarize their response in 10 words or less.
3. Invite only ideas that have not already been mentioned.

Please join me and the other GLP bloggers at [Speaking of Dialogue: The Dialogue Education Blog](#) for more ideas and to share your ideas on managing dialogue!

Global Learning Partners acknowledges and thanks [Darlene Goetzman](#) for the concept and compilation of this issue of *Dialogue Education™ Tips & Tools*. [Contact Darlene](#) or any of our [Global Learning Partners team](#) about coaching and consulting services, or to bring Dialogue Education™ directly to your company or organization.

