

# PLAN YOUR CIRCLE

Use the following planning guide to ensure that all the components necessary for an effective circle are present.

ASPECT	CONSIDERATIONS	NOTES
Setting	<ul style="list-style-type: none"> <li>• Is it a true physical circle?</li> <li>• Can participants see each other?</li> </ul>	
Talking piece	<ul style="list-style-type: none"> <li>• Is the item familiar?</li> <li>• Does a new talking piece need to be introduced?</li> </ul>	
Circle keeper	<ul style="list-style-type: none"> <li>• Who will guide the process?</li> <li>• Who might be a backup if needed?</li> </ul>	
Norms and agreements	<ul style="list-style-type: none"> <li>• Are the norms and agreements familiar?</li> <li>• Do new norms or agreements need to be developed?</li> <li>• How will they be shared or revisited?</li> </ul>	

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<b>ASPECT</b>	<b>CONSIDERATIONS</b>	<b>NOTES</b>
Introduction	<ul style="list-style-type: none"><li>• How will participants be welcomed?</li><li>• How will the purpose of the circle be established?</li><li>• Is there a need for relationship building?</li></ul>	
Deepening and exploring impact	<ul style="list-style-type: none"><li>• Which questions will be asked to encourage participants to share stories?</li><li>• What questions will allow participants to describe their impact?</li><li>• Who has been affected and in what ways?</li></ul>	
Repairs or actions	<ul style="list-style-type: none"><li>• How will ideas for resolution or action be shared?</li><li>• How will the conversation center on healing or positive change?</li></ul>	
Consensus	<ul style="list-style-type: none"><li>• How will you know that consensus has been reached?</li><li>• What actions may need to be taken if consensus is not reached?</li></ul>	