

# Facilitator Guide

The DTU panel exercise can be used as part of a workshop or as an independent exercise in a department. The exercise can be facilitated by anyone and requires no special training, apart from this guide.

- Preparation**
- Select the dilemmas that are particularly relevant or interesting for your unit.
  - Print the required number of dilemma cards. Each group must consist of 4-6 people, and each group must have at least one dilemma.
  - Print one facilitator's guide and a panellist's guide for each participant except the hosts.
  - Preferably, the room should be big enough for there to be sufficient distance between the groups.
  - Set up tables for groups of 4-6.
  - Each table needs to have paper and pens for each group member.
- Number of participants**
- At least 4 (one person to facilitate the exercise, per group: 1 host, 3-4 panellists)
  - There is no upper limit to the number of participants.

# Facilitator Guide

- Procedure**
- Each group selects a host. The rest are panellists. If you do several rounds of dilemmas, it is beneficial to take turns as the host.
  - The exercise is presented:
    - Aim to create a safe space by saying that these are delicate topics, which is why it is important to treat each other with care and respect.
    - Go over the procedure (there are dilemmas and guides, there is a dialogue one and two for each dilemma, and at the end there will be a conclusion).
  - The host and panellists read their guides individually.
  - The host will read out a dilemma and give the panel a moment to take notes.
- 1**
- Dialogue one (approx. 15 min.)
    - The host initiates dialogue one.
    - A few minutes before the time is up, the facilitator reminds them to do a final round with the panellists' respective solutions for the person who posed the dilemma (they don't have to agree).
- 2**
- Dialogue two (approx. 15 min.)
    - The facilitator informs the groups that dialogue two will be even more delicate, as the panellists will now discuss their own experiences at DTU, and it is therefore important to be kind and respectful.
    - The host initiates dialogue two.
    - A few minutes before the time is up, the facilitator reminds them to do a final round with the panellists' respective solutions for the unit (they don't have to agree).
  - Conclusion (the duration depends on the number of groups)
    - Each group decides what they want to present from the dilemma and who will present it.
    - Each group shares the theme of the dilemma and the primary points from the panellists with everyone. Afterwards, the participants can vote for which theme(s)/dilemma(s) that is/are most relevant to continue working on in your unit.