Current Key Demands for Language Skills
Break-out Session Guidelines

Goal
Elicit, discuss, synthesize and document key demands for language skills in your organizations. Underline commonalities and differences among your organizations. You will be writing a “Report” to make back to the overall group for their edification and consideration of the need for language skills in different business and government organizations.

How to Proceed

1) Assign two people to read through the sticky notes and do a quick clustering of them by theme (e.g., it could be by kind of demand; level of demand; kind of language). They should be prepared to do a quick summation for the group. Do not wait for them to begin the discussion with the group. Allow them to interrupt and do a quick review when they are done. This will help the overall discussion.

2) Assign two scribes:
   a. One to write down your notes on a large sticky pad during your discussion and eventually to create a written presentation to be shown to the overall group. (Please write really large! And please no PowerPoint presentations as we need to have these ideas visible to the group for the rest of the session).
   b. One to fill out the “Current Key Demands” Form

3) Assign a presenter who will make the presentation of findings. He/she will need a big voice. Remember, you only have 10 minutes to present!

4) Review the “Current Key Demands Form” which is a list of questions and issues to be addressed in the presentation of your presentation of findings.

5) Using the “Current Key Demands Form” questions, discuss the demands/challenges/needs among your “Demand-side” participants. Solution-side participants should ask questions to elicit more information about the demand.

   No one should be discussing solutions at this stage!

Your scribes can note key ideas on the large sticky notes for everyone to see main points coming out of the discussion. Eventually these notes will need to be refined into a presentation for the overall group. Only when you get to Question 4 will solutions be discussed and only in the context of existing solutions that these organizations are deploying.
**BREAK-OUT SESSION GUIDELINES (CON’T.)**

6) Concoct a creative name of your “Report” that you are going to make back to the overall group and write this at the top of your presentation sheet (e.g., “On the Sharp Edge of Business: Language Skills Tipping the Scales”).

**SUGGESTED TIMELINE FOR YOUR BREAK-OUT SESSION**

9:10 a.m. Assign the two scribes, two “analysts” and a presenter.

9:15 a.m. Review the goals of the break-out session and the questions to be answered.

9:20 a.m. Begin with Question 1.

Have the scribe for the large sticky notes write up key ideas, themes. Just list the languages in question. There is time later for discussion.

9:30 a.m. Question 2

9:50 a.m. Questions 3 & 4

10:10 a.m. Wrap up your key points for your “Report” on the large white pads. Double check that all the information you would like is well documented in the “Current Key Demands” form.

10:20 a.m. Be sure to have your ideas documented both on the white pads provided and in the “Current Key Demands” Form.

10:30 a.m. Back to the main room for the mid-morning break. The group will re-convene at 10:50 a.m. for presentations.