

Box 12.2 *(Continued)*

perspective as other group members but have some familiarity with the topic.

7. Write it down! Track the discussion by using a whiteboard, an easel, or sticky notes.
8. Summarize key findings at the end of the session. Ask the participants to write down their key takeaways or the most important things they learned on 3×5 cards as they depart the session. Then, prepare a short summary and distribute the list to the participants (who may add items to the list) and to others interested in the topic (including those who could not attend).