One-on-one consultations (aka Workshop "Office Hours")

(rev. 1/08)

Rationale

Provides opportunities to solicit advice one on one.

It can be enlightening to see who asks you for advice and what you find yourself able to say.

Logistics

This activity will be slotted in when there is 45-60 minutes to spare. It may be repeated during the workshop with a new sign-up sheet for each time. Before circulating this sign-up sheet, the coordinator of this activity fills in the left-hand column with everyone's names.

Instructions about Signing Up

- You can sign up to consult with other people by putting <u>your name on their line for a time slot</u> that is empty for both of you. Then put a cross on your own line for that time slot (which prevents someone signing up to consult with you at the same time).
- Give everyone a chance to sign up once before you sign up for a second or third consult.
- If you want to sign up to consult with a person who is already signed up to consult with you, sign up in a separate time slot for a consult with them. (That is, don't assume that you can split the original time with them.)

Person to be consulted	Time Slot 1	Time slot 2	Time slot 3

More Logistics/Guidelines

If two people do not have a consultation for any time slot, the coordinator will pair them up and they will split the time in mutual support. Suggested "supportive listening" guidelines will be provided before the consultations start.

There will be N/2 "stations" consisting of a pair of chairs. (These stations will be spaced widely to minimize distractions from other conversations). At the start of the time slot, find the person you signed up to consult with and move to a vacant station. Then start consulting!