



# MODULE 4: WORLD CAFÉ



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# INTRODUCTION

This activity is designed to encourage the exchange of experiences and ideas among participants. The World Café methodology encourages the emergence of collective intelligence and improves cohesion within a group. The preparation phase and the environment are essential for the success of the activity.



## GOALS



- Addressing safeguarding concerns in mixed-sex career guidance settings

## TYPE



IDEA

## DURATION



1 hour and 30  
minutes



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# MATERIALS REQUIRED FOR IMPLEMENTATION

Comfortable environment, chairs, tables, sheets of paper, markers of different colors,



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# METHODOLOGY

## STEP 1

Preparation:

The trainer identifies and invites selected participants to act as “hosts.” In a World Café, each table has a “host” who remains at their table throughout the exercise. The host’s role is to welcome participants to the table, provide an overview of the discussion question, and summarize key ideas shared by previous guests at the table. At the end of the activity, the host is responsible for sharing a summary of their table’s discussion points.

The trainer writes the discussion questions, one per page, on the flipchart and places them on each table (one table = one question). The trainer arranges each table to mimic a café setting.

The trainer assigns each table a question (see below)

# METHODOLOGY

## STEP 2

Implementation:

- 1) Environment: It is essential to create a “special” environment, which in most cases resembles that of a café, where people feel invited to participate. There should be between 3 and 6 chairs at each table. Small groups are essential.
- 2) Welcome and Introduction: The host begins with a few words of welcome and an introduction to the World Café process, setting the context, explaining coffee etiquette and making participants feel comfortable.
- 3) Small Group Rounds: The process begins with the first of four twenty-minute rounds of conversation for the small group seated around a table. At the end of the twenty minutes, each member of the group moves to a new, different table. Only the table host remains to welcome the next group and briefly tell them what happened in the previous round, using the flipchart mats as a visual reminder of the previous conversation.



# METHODOLOGY

## STEP 3

4) Questions: Each round is preceded by questions tailored to the specific context and intended purpose of the session. The same questions may be used in more than one round, or they may be combined with each other to focus the conversation or guide its direction. Questions are at the heart of the conversation, so it is important to make sure they are relevant to all participants.

5) Harvest: After the small groups (and/or between rounds, as desired), people are invited to share ideas or other results of their conversations with the rest of the large group. These results are reflected visually in a variety of ways.



# METHODOLOGY

## STEP 4

Questions:

1. Creating a safe online environment: What strategies do you employ to ensure the safety and well-being of clients in online environments during career counseling sessions, particularly in terms of fostering a safe and supportive atmosphere?
2. Risk assessment and management: What strategies do you employ to assess and manage potential safeguarding risks when interacting with clients in blended counselling settings?
3. Confidentiality and data security: How is confidentiality and data security ensured when conducting face-to-face career counselling sessions and what measures are in place to protect confidential information?
4. Responding to concerns: How do you manage safeguarding concerns that arise during online interactions or when providing guidance through digital platforms, and what protocols do you follow to address these concerns effectively?



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## FURTHER RESOURCES

[vhttps://publications.jrc.ec.europa.eu/repository/bitstream/JRC128415/JRC128415\\_01.pdf](https://publications.jrc.ec.europa.eu/repository/bitstream/JRC128415/JRC128415_01.pdf) (page 23)



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## REFERENCES

[https://www.fsg.org/wp-content/uploads/2021/08/World-Cafe-Method\\_0.pdf](https://www.fsg.org/wp-content/uploads/2021/08/World-Cafe-Method_0.pdf)

