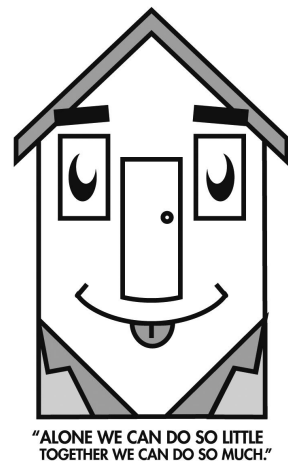


## A. GENERAL INFORMATION

**Dear Facilitator:**

### Street Meeting Toolkit - Training Pack Overview

Thank you for playing an important role in helping to combat the high levels of crime in our communities. We appreciate the commitment of all those involved in this project as we work together to build and strengthen our beautiful country.



#### CURRENT CONTEXT

The aim of this training pack is to give you (and those in the community whom you will be working alongside) the tools to:

- provide a grass root structure, in the form of Street Committees, which will assist in combating crime within the community
- help communities create an environment where the young and old are provided an opportunity to achieve their dreams
- provide a stable place where those who are vulnerable in the community are safe and protected

#### THE ROLE OF A FACILITATOR

You have an important role to play as a facilitator. As such you will be required to put aside any personal or political issues you may have and focus on the job you have to do.

It is important that you COMMUNICATE ALL THE FACTS IN THE TRAINING PACK AS THEY ARE and that you DO NOT ADD OR SUBTRACT ANYTHING to the information you will be presenting.

If you don't do this you will compromise the integrity of the Street Committees. You will also destroy the standard of consistency which we aim to maintain wherever Street Committees are implemented.

It may help for you to see yourself as an actor playing the following roles:

1. A leader:

**Focus** – to keep the meeting focused on the achieving everything on the agenda

**Stimulate** – to encourage residents to become a part of the initiative; to nominate and vote for the Street Committees

**Support**- to encourage introverted members of the group to get involved

**Participate** – when the group is sidetracked or moving away from what you are trying to achieve (particularly during voting and the times when you are explaining how the various meetings and committees will work) you must be willing to swing the discussion back to what you need to say.

2. A referee:

**Regulation** – to maintain order of the street meeting, discouraging people from talking at the same time, or dominating the meeting.

**Protect members** – to ensure that all contributions to the voting process are treated equally and that no-one is rejected for their input. Ensure that those who are not voted for are not discriminated against.

**Timekeeper** – to adhere to the meeting timetable to ensure completion of the agenda.

### 3. Neutral:

You must be **neutral** in the voting process, taking an unbiased view of the nominations.

## GENERAL NOTES BEFORE YOU GET GOING

**1.** You may need to set some ground rules at the start of your meetings. Remember that you will be facilitating a variety of meetings such as:

- Community Meetings
- Street Meetings
- Area Meetings
- Induction Training of the Street Committees

and, even possibly as this project is rolled out to other communities,

- Train the Trainer

### **Typical Ground Rules** are:

1. Everyone is encouraged to participate without one person dominating.
2. Allow everyone to be heard.
3. All views will be respected.
4. Disagreements will not be personalized.
5. Confidentiality will be maintained (particularly as some issues will be sensitive to members in the community).
6. Ask for cell phones to be turned off or onto silent during the meeting.

## **2. Problems** you may encounter and **Possible Solutions:**

1. Overly Talkative People – someone who talks too much and is generally dominant.

Possible Solutions:

- glance at your watch whilst the person is speaking
- during a pause for breath, thank the person for their comments, and restate the agenda
- remind everyone of the time limit

2. Side Conversation - someone is disrupting the meeting by being involved in side conversations.

Possible Solutions:

- ask the participant to share their idea with the group
- get up and casually walk around to where the people are having the side conversation

3. Overly Disagreeable People – someone who is aggressive and arguing with you

Possible Solutions:

- find merit in the person's suggestions, express agreement with that point, then move on – defuses the situation
- respond to the person's comments, not the attack
- mention that, due to time constraints, the comments can be put on the agenda for the next meeting

## PREPARATION

We encourage you to go into every meeting thoroughly prepared for that meeting. To this end you will find copies of everything you need in your Training Pack. You should be familiar with all this material by the end of your initial training. It is also very important that you familiarise yourself

with your meeting agendas to ensure that you understand what each meeting covers. This pack is divided into separate sections for each meeting.

It is your responsibility to ensure that you understand how the Street Committee process works and that you are able to deliver everything in each of these manuals competently. If you have any questions or concerns; please contact the Central Office immediately. You are also welcome to contact us with any questions you may have. Our details appear at the end of this letter.

At the end of each meeting you will need to go to your Central Office and hand in your paperwork - forms etc - from that meeting and collect the stationery packs you need for your next facilitation meeting.

### CONCLUSION

This is a responsible job that is multi- faceted. We hope that you enjoy the challenges and rewards it will bring.

We would like to receive any comments or feedback you may have that may help us to improve our material in any way. Please do this via the Central Office. Your input will help us to refine and update our Training Packs and ensure our material remains relevant.

With thanks,  
The Street Committee Team



HIV/AIDS | Orphans & Vulnerable Children | Early Childhood Development |  
Youth and Adult Education & Development | Community Safety & Development

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