

# Shetland Partnership

## Methods and Techniques



### Roundtables

A roundtable brings together a small group of people for a discussion, where everybody has an equal right to participate.

They are similar to focus groups, but are slightly more informal, and are designed for collaborative discussion, idea sharing or problem solving.

### Suitable for:

Roundtables are good for bringing people together to talk about important topics and solve problems. They work well when different people with different ideas come together to share their thoughts and work as a team. Whether it is to come up with new ideas, agree on a plan, or give feedback, roundtables help everyone have a say and learn from each other.



### Type of engagement:



Consult



| Involve

### How to do it:

- Set clear goals: are you exploring ideas or gathering feedback?
- Think about participants – who is invited, do they have relevant expertise or experience? Will perspectives be diverse?
- Consider the venue and layout. Consider catering, accessibility requirements and ease of access by transport.
- Prepare any necessary materials like leaflets or a whiteboard.
- Have a facilitator to welcome participants and explain the discussion's purpose.
- Ask open ended questions to get everyone involved and encourage different viewpoints.
- Summarise key points at the end.
- Thank everyone for their contributions and explain next steps.

## ★ Advantages

- Roundtables promote equal participation with open discussions
- Smaller settings allow for deeper conversations on specific topics
- They help build connections between attendees
- Participants hear diverse viewpoints, gaining a better understanding of complex issues
- They are flexible, and can be adapted to suit different group sizes, topics and objectives.

## ⚠ Challenges

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- Smaller settings allow for deeper conversations on specific topics
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- Participants hear diverse viewpoints, gaining a better understanding of complex issues
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## Further information:

More information on carrying out a roundtable will be available via a search engine which may be useful to look at.

## Case study:

Locality Profile Meetings – Community Feedback on Locality Profiles

(see online at: <https://www.shetlandpartnership.org/examples-community-participation/locality-profile-meetings>)