



**CALFED
BAY-DELTA
PROGRAM**

*File
Dec 4
workshop*

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Date: November 28, 1995

To: Lester Snow, Steve Yaeger, Rick Breitenbach, Sharon Gross, Judy Kelly, Zach McReynolds, Ron Ott, Victor Pacheco, Rick Soehren

From: Dick Daniel and Charles Gardiner

Subject: Workshop Facilitation Training and Dry Run

As you know, we have scheduled a session on Thursday, November 30 to discuss facilitation techniques and conduct a dry run of the December 4 workshop. We will start the day at 9:00 a.m. and conclude at 3:00 p.m. (to allow you to join the alternatives generation discussion at 3:00 p.m.). Each of you will play an important role as a facilitator or recorder for the breakout sessions on December 4 so your attendance Thursday is important.

We will spend the morning (9:00 to 12:00) discussing facilitation and recording tips and techniques that should help you significantly next Monday. Please spend some time before Thursday thinking about your own experiences facilitating workshops or meetings. We would like to discuss the situations you find most challenging and give you some tips on how to handle them.

After lunch we will spend two hours (1:00 to 3:00) in a dry run of the breakout session. We will not have enough time to do a full dry run, so we will not review the presentations that Lester and Dick will be doing to orient people before the breakout sessions. We want to jump right into the breakout session to test our materials and identify what the real challenges will be on Monday. Please be sure to review the workshop packet before Thursday.

Thanks.

CALFED Agencies

California

The Resources Agency
Department of Fish and Game
Department of Water Resources
California Environmental Protection Agency
State Water Resources Control Board

Federal

Environmental Protection Agency
Department of the Interior
Fish and Wildlife Service
Bureau of Reclamation
Department of Commerce
National Marine Fisheries Service

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