Appendix D: Table 3 – Facilitator briefing
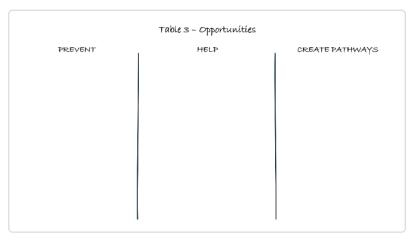
Opportunities workshop

Thank you for agreeing to be the table facilitator for the collaborative discussion about opportunities. Your role is to guide participants in exploring creative, collaborative, and **practical ways to build on existing work or overcome gaps in homelessness prevention and relief**. By focusing on "what could be" participants will contribute to the formation of meaningful actions and pledges.

Below you will find guidance on how to structure and animate these discussions, ensuring that every participant feels heard and outcomes are recorded while keeping the conversation as focused and productive as possible.

Checking the table resources

Physical setup

- Make sure there is enough seating for around six to eight participants at your table.

- Provide sticky notes (ideally in multiple colours) and markers, along with large flipchart paper for capturing ideas ready to use like this:

Table 3 – Opportunities

| PREVENT | HELP | CREATE PATHWAYS |

- Keep a printed copy of the Positive Pathways Model visible and easily accessible for reference throughout the discussion.

Ground rules

- Refer participants to the preprepared ground rules. Emphasise respect, openness, and the "Chatham House Rule" if confidentiality applies.

- Remind them that all contributions – whether large-scale or small opportunities – are equally valid.

Atmosphere

- Welcome each participant as they join your table, setting a supportive and inclusive tone.

- Encourage participants to speak candidly and to record their ideas on sticky notes, making sure that less vocal attendees have a fair chance to share.

Launching the conversation

Introduce the focus: opportunities to build on existing strengths or fill gaps

- Let participants know this table aims to identify opportunities that build on existing services or address gaps could improve homelessness prevention and relief efforts.

- Encourage them to think broadly – from quick wins to ambitious, longer-term projects.

- Opportunities might involve new partnerships, funders or funding streams, policy changes, learning and professional development, or innovative service models.

Relate to the Positive Pathways Model

- Point to the Positive Pathways Model (universal prevention, targeted prevention, crisis prevention and relief, recovery, move-on support, and settled home) as a framework.

- Ask participants to reflect on each stage: where do they see potential for enhancing collaboration, leveraging resources, or introducing novel strategies that could make a difference?

Prompt questions

- Where could new collaborations or relationships help address homelessness more effectively?

- Which existing initiatives could be expanded or adapted to reach more people?

- Are there emerging policy changes, funding opportunities, or technologies that might catalyse better outcomes?

Facilitating the discussion

Generating opportunities

- Invite participants to note each opportunity on a sticky note and briefly describe:
    - The nature of the opportunity (e.g., "Collaboration with local mental health charity to … ")
    - The relevant stage of the Positive Pathways Model or aspect of service delivery it aligns with – plot it on the flipchart against the model using the sticky note
    - Who might be best placed to lead or support the initiative (e.g., local council, housing association, community health teams)
- Encourage participants to be aspirational yet realistic. Remind them that many successful changes start with small steps or pilots.

Encourage depth and nuance

- Once participants begin sharing, prompt deeper thinking:
    - **Impact**
    Could this opportunity substantially reduce homelessness or improve support outcomes?
    - **Feasibility**
    What resources or conditions would make this opportunity possible (e.g., training, infrastructure, funding)?
    - **Collaboration**
    Which partnerships (across sectors or services) would strengthen the idea?

Maintain momentum

- If the group drifts into discussing current activity, gaps, or actions remind them these are addressed by other tables. Still, encourage them to record these so the ideas aren't lost and to take the sticky notes to the relevant tables for inclusion.
- Keep the conversation lively and forward-looking. Occasionally restate or summarise the opportunities mentioned to help participants see any emerging bigger picture.

Check for inclusivity

- Ensure everyone has the chance to propose or comment on an opportunity. If someone is hesitant, consider using a gentle prompt: "Are there any new partnerships or resources you've wanted to explore?"

- If one person dominates, gently open the floor to others: "We've heard a few great suggestions there – does anyone else have a perspective or a different idea?"

Organising the information

Visual mapping

- As sticky notes accumulate on the flipchart paper, encourage participants to cluster them by themes (e.g., partnership opportunities, policy changes, funding possibilities) and by the relevant stage(s) of the Positive Pathways Model.

- Invite participants to move or regroup sticky notes if they feel some overlap or complement each other.

Photographing the outputs

- Before concluding this session or moving to a break, ensure you take a clear, high-resolution photo of the flipchart(s) so that all sticky notes are legible.

- These photos will be essential for the workshop lead to synthesise the most promising opportunities into pledges or action plans.

Summarising key takeaways

- Toward the end of the session, consider inviting participants to highlight a standout idea or recurring theme that seems particularly exciting or feasible.

- Offer a brief verbal summary of the discussion, noting any big-picture insights or surprising new collaborations that have surfaced.

Closure and linking to the next session

Linking sessions

- At the end of the first discussion round

  - Remind participants that gaps, current activities, and actions have also been discussed on the other tables.

  - Encourage them to take and dovetail the conversations about opportunities with their discussions as part of the next session on a different table.

- At the end of the second discussion round

  - Note that in upcoming prioritisation exercises, participants will weigh the feasibility and impact of the opportunities listed here.

  - Emphasise the need to remain open-minded. Note that not every opportunity will be immediately actionable, but the brainstorming process is a key step to identifying eventual priorities.

Thank Participants

- Thank participants for sharing their ideas and remind them that their creativity and openness are vital to designing out homelessness.

- Point out that the opportunities identified here will be revisited in the next phase, where participants choose which ideas can move forward as concrete pledges or actions.

- If the main facilitator calls for a group report-back, be prepared to give a concise overview of the most resonant ideas.

- At the end of the session, you should have something that looks a bit like this: