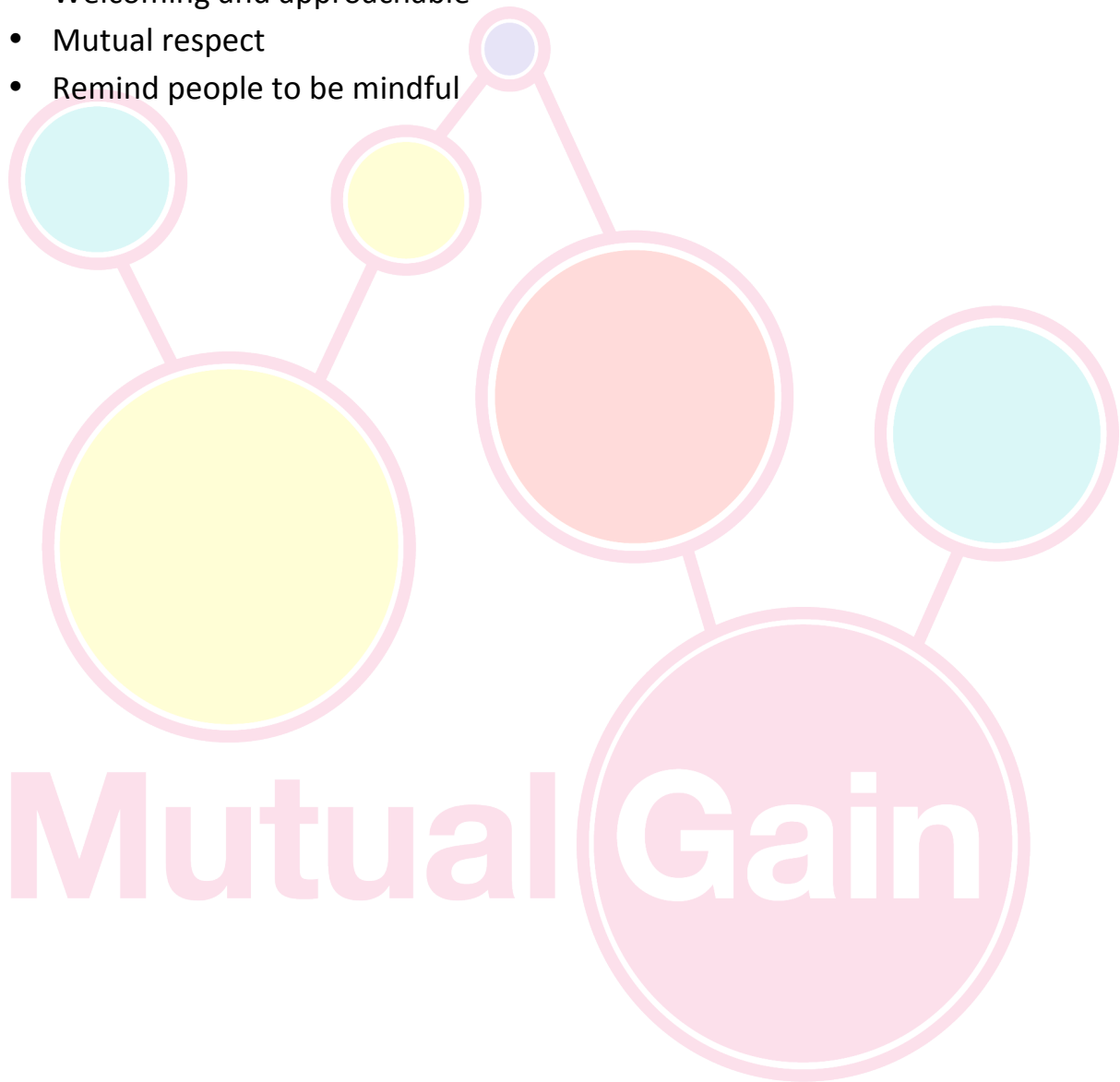


## Table Host

- Demographics of those on the table
  - Numbers in group
  - Safeguarding issues
  - Consider dynamics of group- vocal/quiet
  - Confident
  - Subject, keep on track
  - Impartiality
  - Open questions
  - Encourage recording
  - Conflict, bring it back
  - Welcoming
  - Timings
  - Subject being discussed and how to stick to it
  - Giving everyone equal speaking opportunities
  - Adapting the way they do it to suit people on the table
  - Making sure everyone can hear or understand
  - Ensure to stay impartial
  - How to control certain situations
  - How to engage everyone
  - Any disability needs, hard of hearing, dyslexic
  - Welcome arrivals to the table
  - Names of travellers at table
  - Identify any disabilities /impairment
  - Deal with / consider conflict
  - Is subject understood-elaborate
  - Encourage recording- write down on mats
  - Open questions
  - Ability to summarise and be concise, don't put words into peoples mouths
  - People skills, general
  - Time management skills
  - Subject matter
  - Aware of characteristics
- 
- Mutual Gain

- Time management
- Inclusive
- Safeguarding issues
- Open questions
- Creative
- Encourage people to people
- Welcoming and approachable
- Mutual respect
- Remind people to be mindful



**Mutual Gain**