



Reflection + Synthesis

THE ART OF THE DIALOGUE EXIT TICKET

WHAT IT IS

A short exercise following the main body of the dialogue, in which participants respond to a prompt designed to help them reflect on and make meaning of what they have experienced + observed

HOW TO DO IT

Craft a prompt. It should be aligned with purpose + framed to yield meaningful, subjective, complex reflection about their experience (i.e., not a quiz, a yes/no survey series, or just a feedback form).

Determine format + mode. Oral, written, anonymous, non-anonymous, public, private, digital, analog, multi-stage, simple, etc.... Think about what best serves your purpose + participants + prompt.

Give adequate time. Reflection + synthesis can take anywhere from 5 to 30 minutes in a 90-minute session, depending on topic + purpose, but should never be rushed. Close out the main dialogue with enough time. Consider transitioning to the exit ticket with a wellness exercise (e.g. breathing).

Process + respond. If you are collecting exit tickets, take time to review them. Note patterns, contradictions, surprises, etc. Reflect on connections between facilitation choices + people's experiences. Let feedback inform future dialogues. Follow up with participants as appropriate.

EFFECTIVE EXIT TICKETS Broadly adaptable to topic, participants, and purpose!

PROMPTS

3-2-1. What are 3 new ideas you were exposed to, 2 questions or doubts that you have, and 1 aspect that troubled you?

Takeaways. What will you be thinking about, feeling, or doing as you move on?

Superlatives. What were the most moving, surprising, uncomfortable, frustrating, exciting, or challenging moments for you?

Resonance + Friction. What are some things from today that are resonating with you? What are some points of friction?

Embodied. Note what you are feeling + where/how it is registering in your body. What from the dialogue are you reacting to?

Unspoken Thoughts. What did you want to share or respond that you didn't? Why not?

FORMATS + MODES

Journal. Provide notebooks or paper. Freewrite for X minutes re: prompt. Share out 1-2 thoughts, submit, or keep private.

Pair or small-group debrief. Turn + talk for X minutes re: prompt. Record + submit thoughts, share out to the whole group, or keep private.

Index cards. Respond to prompt + submit to facilitator, anonymously or not.

Bulletin board. Use sticky notes or an interactive presentation app to share responses publicly + anonymously.

Form fill-out. Digital survey (e.g. Qualtrix) or physical worksheet. For submission.

Check-out. Go around the group + orally share out responses one-by-one.

