



Role Cards & Instructions

JOURNALIST



Your responsibility is to ask the right questions to get to the VIP motivated to share their experience and goals in the conversation.

Use the conversation template for the right questions and find out what the VIP is thinking.

TIME-KEEPER



Your responsibility is to ensure that all questions on the template are discussed within the 12 minutes.

If necessary, intervene in the conversation to move on to the next topic to discuss.

NOTE-TAKER



Your responsibility is to report the core of the conversation on the the provided conversation template.

You are writing this for the VIP to take home, so try to report the conversation as clear and self-explanatory as possible.

VIP



Your responsibility is to provide input in response to questions from the journalists.

You are the VIP and the guest of honour, so sit back and share your experience, encouraged by the questions from the journalists.



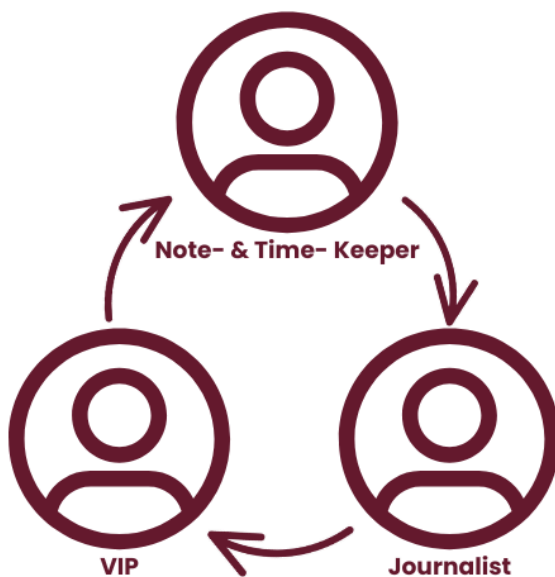
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Instructions

In the VIP & Journalist method, each participant takes on a specific role with defined responsibilities:

- The **VIP** (Very Important Person) is the central figure in the conversation and is asked questions about a specific topic.
- **Journalists** lead the conversation by asking prepared questions, ensuring focus and clarity. They ensure that only one person speaks at a time, maintaining focus and clarity in the discussion.
- The **Note-taker** records the key points, providing a resource for the others to revisit the answers and the progression of the discussion.
- The **Time-keeper** manages the flow of the conversation, ensuring that all topics are addressed, and the conversation remains within the allotted timeframe.

The VIP and Journalists should be seated in a way that fosters clear communication and engagement, such as in a semi-circle or around a table:



The VIP & Journalist method provides a framework for structured group communication, especially suited for people who may not know each other well. By rotating roles, every group member has the opportunity to contribute, all topics are addressed, and the conversation unfolds smoothly within a predetermined time frame. This approach fosters active engagement, focused discussion and reflective thinking (Takkenberg & Grijsbach, 2024).