



# Preparing for a COMMUNITY HUI

## 1

What's the purpose?

### WHY?

- What will a good outcome from this hui look like?
- Is this a realistic expectation?
- If not, do you need to take things in smaller steps?
- What will success look like?

## 2

What sort of gathering?

### A MEETING OR A PARTY?

- Why have a meeting when you can have a party?
- What style of party or hui will you have?
- Sharing kai (food) and fun helps build positive energy around community engagement
- You still need some structured conversations to build a shared vision and agreed actions, but make it fun!

## 3

How do we include everyone?

### EVERYONE'S INVITED!

- Who needs to be there? How do you include them?
- What time/place/kind of gathering will be inclusive of the people you most want there?
- Is the venue accessible for people with disabilities?
- How do you make it fun, friendly, doable?
- How do you include activities for children so parents can fully participate?
- How will you include messages from previous conversations and feed them into this hui?

## 4

How do we get the word out?

### SPREAD THE WORD

- What networks will you use to publicise our event? Facebook, email, schools, churches, marae, community newspapers, radio, newsletters, noticeboards, local businesses, shop windows?
- How can you get people talking about it and interested?
- How can your informal community conversations help build interest in our event?

## 5

Timing is everything!

### TIMING

- Brainstorm a timeline of what needs doing and by when
- Share out the tasks
- Allow plenty of lead-in time for letting people know about the event and for planning other tasks

## 6

Food, glorious food!

### KAI TIME

- Organise catering - Arrange for community members to do it? Have a pot luck?
- Find volunteers to make cups of tea and coffee
- Make time for kai - food brings people together and is an important part of manaakitanga (hospitality)



# Hosting a COMMUNITY HUI

## 1

Getting to  
know you

### WHAKAWHANAUNGATANGA

- It's important for people to have time early on to get to know one another and to connect with the kaupapa (purpose) of the hui
- This starts from the moment someone steps in the door: who will welcome them?
- How can you connect and introduce people to one another?

## 2

Nau mai  
haere mai!

### DEEPEN THE WELCOME AND CONNECTIONS

- Who will open and close the hui? *See our Te Reo resources to add to your confidence in opening and closing the hui and blessing kai. Remember that if you open with karakia, you should also close in a similar way.*
- How will you record contact details for future connections?

## 3

How will  
this work?

### PEOPLE, PURPOSE, PROCESS

- Getting these three Ps clear at the beginning of any gathering really helps: **Who is here? Why are we here? How are we going to work together to achieve what we came for?**
- This might include lightly structured activities for people to introduce themselves, games, sharing kai, an outline of the format for the gathering, and agreeing any important values or behaviours e.g. respectful listening to all views.

## 4

Let's  
talk

### CONVERSATIONS

Focus time and activities around some structured powerful questions that take the group from vision building to action – for example, you might use or adapt some of these steps:

- **Focused sharing of stories** of significant achievements in the community's past history. Put them on a timeline
- **Key messages** from the wider community about strengths, aspirations, challenges and priorities
- Drawing, discussing and/or building towards a **vision** of what the community would look like at its best, if your hopes and dreams were achieved
- Working backwards from the vision to the present: what is needed to make that vision possible? Identify **conditions, challenges and opportunities** that need to be addressed to support the vision becoming a reality
- **Who else** probably shares your vision? How could they help?
- What are **doable action steps** we could start with?
- What's important about **how we work together?** Values, guiding principles, behaviours, attitudes, communication processes?

## 6

I get by with a  
little help from  
my friends

### SUPPORT SYSTEMS

- Do you need an **independent facilitator** to design or help host your event? Even if you have or want to grow those skills yourselves, an outside person can still be useful at times
- Check out **Liberating Structures** for some great resources you can adapt for designing and facilitating
- Take a look at Inspiring Communities' **Facilitating Effective Teamwork and Learning resource**. We may be able to help you find a local facilitator. Email us at [exchange@inspiringcommunities.org.nz](mailto:exchange@inspiringcommunities.org.nz)



# Hosting a COMMUNITY HUI

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Why?

## KEEP ASKING "WHY?"

- Be really clear in each conversation or activity about what has been heard and agreed on and what the next steps will be
- The outcome of the conversation might not be what you expected at the outset
- Expect to be adaptable, and still keep focused

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Evaluation

## FEEDBACK IS GOLD

- Before closing, try a simple form of evaluation feedback like using Post-It notes to record everyone's comments
- Questions to ask include What worked well? What could be improved?
- Or ask everyone to say or write one word that sums up how the event was for them or what they have gained from coming

### About



Inspiring Communities catalyses locally-led change, to achieve sustainable, effective outcomes.

We are the reference point for community-led development in New Zealand, building on international and local practice-based evidence to grow and share expertise.

Inspiring Communities operates across many sectors at multiple levels.



#### Resources

Harakeke/Flax - from the root to the flower the harakeke shares its properties.



#### Advice

Korimako/Bell Bird - fluent, graceful speaker.



#### Events

Whakaatu/Presenting - the peak of the mountain as a stage to present from.

Talk to us about your CLD training, workshop needs, coaching, support and opportunities in your community or region. We understand diversity! We can tailor packages to your specific requirements.

Email us: [exchange@inspiringcommunities.org.nz](mailto:exchange@inspiringcommunities.org.nz)