

Reading Circle Toolkit

Facilitator instructions, 30-, 60- and 90-minute formats, a six-session path, case mapping and a closing-action worksheet.

PURPOSE Use with the Discussion Guide. This toolkit helps a group structure time and follow-through; it does not certify facilitators or replace safeguarding, accessibility or institutional policy.

Facilitator responsibilities

- State the purpose, time available and ground rules before discussion begins.
- Distinguish personal experience, interpretation, allegation, documented fact and political opinion.
- Do not require participants to disclose private experience or speak for a group identity.
- Interrupt dehumanizing language, unsupported accusations and attempts to expose confidential information.
- Apply the same standard to political allies and opponents.
- Invite quieter participants without forcing contribution.
- End with one preserved question or specific next action, not only complaint.

Before the meeting

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| ☐ Confirm audience and accessibility needs. | ☐ Choose the reading or excerpt. |
| ☐ Select one focused public-life question. | ☐ Prepare a private way to raise a concern. |
| ☐ Name the facilitator and timekeeper. | ☐ Decide how notes will be handled. |

Ground rules to read aloud

- Criticize ideas and conduct without dehumanizing people.
- Do not assume one person speaks for an ethnic, regional, religious, political or professional group.
- Distinguish evidence from suspicion.
- Allow people to revise a view without humiliation.
- Protect confidential experiences.
- End with a practical question.

Choose a meeting format

30 minutes	Purpose
5 min	Welcome, purpose and ground rules
8 min	One passage or definition
12 min	One focused question through two Cs
5 min	Preserve one question or next action

60 minutes	Purpose
10 min	Opening question and ground rules
15 min	Map all five forces
20 min	Focused discussion
10 min	Action reflection
5 min	Closing commitment

90 minutes	Purpose
10 min	Welcome and ground rules
10 min	Individual reflection
25 min	Small-group Five C work
25 min	Whole-group discussion
15 min	Case mapping
5 min	Closing question

Six-session reading path

Sessi on	Focus	Central question	Closing task
1	The framework	How do the Five Cs reinforce one another?	Create one shared cycle map.
2	Culture	When does belonging become pressure against public duty?	Rewrite one private loyalty as a public value.
3	Corruption	Where does access replace procedure?	Identify one rule, protection or disclosure that would matter.
4	Citizenship	Would the system work for the unknown citizen?	Draft one fair-process question.
5	Contentment and complacency	What failure has private resilience made easier to tolerate?	Record one cost shifted from institution to household.
6	Breaking the cycle	What can move from private complaint to public action?	Set one demand, owner, route and return date.

Group record

Question the group wants to preserve

Evidence or source to review

Decision or follow-through date

Case-mapping worksheet

Choose a public issue specific enough to examine. Use restrained language and record uncertainty.

Issue and place	
Who is affected?	
Responsible institution	
Known evidence	
Missing information	

Culture: Which loyalties, obligations or norms shape conduct?

Corruption: Where does private access or selective enforcement appear?

Citizenship: What standing, right, duty or fair procedure is involved?

Contentment: What hardship is being absorbed privately?

Complacency: What failure or low expectation has become normal?

Closing-action worksheet

A discussion does not need to solve the whole problem. It should preserve one accountable next step.

1. The public question

2. The evidence already held

3. The information still needed

4. The specific next demand

5. Who will do what?

6. Which institution or route will receive it?

7. Return date and review condition

8. Privacy, safety, accuracy or accessibility safeguard

One standard we will apply consistently