

# INTERNAL AGENDA FOR RESTORATIVE JUSTICE CONFERENCE (FACILITATOR GUIDE)

## PRE-CONFERENCE PLANNING

### 1. Conference Schedule and Layout:

- **Schedule:** Two-day event recommended Friday & Saturday, 9:00 AM – 5:00 PM.
- **Room Guidelines:** The conference is designed to include both circle discussions and lecture-style presentations. Therefore, we suggest using a room large enough to accommodate both a circle of chairs for discussions and a separate area for presentations and group activities. This setup will make transitions between sessions smoother and more efficient.
  - If a single room is not spacious enough, consider using separate rooms, with one arranged for circle discussions and another designated for presentations and activities.

### 2. Checklist: A sample list of key tasks to complete in preparation for the conference.

- [Conference Checklist](#).

### 3. Participants (Lived-Experienced Experts/Survivor Leaders): Ideal participants for the Restorative Justice Conference include survivor leaders and lived-experience experts who have demonstrated leadership within the anti-trafficking movement. Participants should be individuals who have been out of their trafficking experience and have reached a level of stability that allows them to engage meaningfully in discussions and activities. Outreach can be conducted through organizations known to hire survivors and established survivor networks, such as the National Survivor Network.

- **Invitation & Interest Form:** Create an invitation to the conference that includes the interest form, submission deadline, and details on whether participants will be compensated for their time. See sample emails for each:
  - [Invitation to Apply](#)
  - [Interest Form](#)
- **Number of Attendees:** It is recommended to select 15 survivors to allow for groups of 5 during activities, or 3-4 per group accounting for potential attrition.
- **Conference Application Decision:** An email is sent to applicants to notify whether they have been selected to participate.
  - [Selected Participant](#) : This email restates conference details and requests selected participants to confirm their attendance.
  - [Not Selected](#) : Notifies applicants who were not selected, expressing appreciation for their interest and providing any relevant follow-up information.

### 4. Participant Questionnaires and Evaluation: Participants should complete both a pre- and post-conference questionnaire to assess their needs and the conference's impact:

- [Pre-Conference Questionnaire](#): Captures participants' expectations, goals, and baseline insights to help tailor discussions and activities to their needs.
- [Post-Conference Evaluation](#): Measures the impact of the conference, gathers feedback for improvement, and assesses whether the participants' expectations were met.

### 5. Mandatory Orientation (Virtual): An orientation should be scheduled to ensure all participants feel informed, welcomed, and prepared for the conference. Offer at least two different dates and times to ensure everyone can attend one of the sessions. Whenever possible, the orientation should be facilitated by a Lived-Experience Expert/Survivor Leader.

- **Orientation – [Sample Email](#)**
- **Sample Agenda for Orientation**

- **Introduction of Conference Organizers**
  - **Review of Objectives, Goals, and Process of Conference**
    - Explicitly affirm that sex workers with trafficking experience(s) who do not identify as trafficking survivors are warmly welcomed in this space. There is no requirement to label one's experience to participate.
  - **Logistics:** Review conference date, time, meal provisions (if applicable), and payment process.
  - **Pre-Conference Video:** Encourage participants to watch video ahead of conference to gain a foundational understanding of restorative justice model.
    - **Restorative Justice and Victims' Role and Interests**
- 6. Conference Reminders:** Send an email reminding participants about conference logistics, including the building location, check-in time, and parking instructions, to help ease any anxiousness about arrival.
- **Sample Email**
- 7. Survivor Support:** We recommend coordinating mental health support to be available during the conference. Ideally, this should be a professional trained in working with survivors of human trafficking, such as a peer counselor, social worker (MSW), a marriage and family therapist (MFT).
- On the day of the conference, introduce the mental health professional in person and model accessing care by having them sit in the intro circle.
  - Display the phone number for the mental health professional in a visible location so participants can easily access support if needed throughout the event.
- 8. Breakfast & Lunch:**
- **Dietary Restrictions:** Check participants' dietary restrictions in advance and confirm on the day of the event.
  - **Assign staff** to bring food and refreshments
  - **Label all food items clearly** (e.g., vegetarian, vegan, gluten-free, allergen-friendly).
  - **Ensure there are a variety of options** to accommodate different dietary needs.
  - Provide water, coffee, and tea throughout the day.
  - **Check if refrigeration or warming equipment** is available for food storage.
- 9. Accommodations:**
- Provide handouts in large print, if requested
  - Ensure that both staff and participants use microphones to enhance accessibility
  - Assess whether translation services are needed and determine if the capacity to provide them is available.
  - Offer a quiet room or designated space for participants who may need a break from stimulation.
  - Ensure seating is accessible and comfortable for individuals with mobility needs.
  - Provide name tags with an option to include pronouns.
  - Offer sensory-friendly materials (e.g., fidget tools, noise-canceling headphones, or soft lighting if possible).
  - Ensure restrooms are gender-inclusive and clearly marked. If gender-neutral bathrooms are not available, check with management about putting up temporary signs and inform others in the building of the change to ensure transparency and avoid surprises. Suggested [Signs](#).

## 10. Supplies

- **Chime/Sound Bowl** – To start sessions.
- **Medicine Bag** – Includes herbs, rock, tea, something smudgeable (ex. sage, essential oils or cleansing herbs that comply with building regulations). Choose items facilitators have relationships with (circle).
- **Worry Doll/Talking Piece** – For use in the circle.
- **Fidgets/Grounding Kits/Coloring Books** – Include content that is trans-, queer-, and all-bodies-inclusive (for the teaching area).
- **Name Tags**
- **Pronoun Pins** – Minimum options: they/them, she/her, he/him, and a write-in option: \_\_\_\_\_.
- **Post-it Super Sticky Easel Pads** – Double-sided.
- **8x6 Post-it Notes**
- **Markers/Pens**
- **Sticky Notes** – Each participant receives one labeled "**Yes**" and one labeled "**No.**"
- **Ballot Box/Basket**
- **Hat/Basket** – Contains cut-up phrases for activities.

## CONFERENCE CONTENT & VISUAL AIDS

### 1. PowerPoint Presentations

- [Introduction to RJ and Impacted Communities](#)
- [CA & LA County Budget](#)
- [RJ for Survivors of Violence and Envisioning RJ](#)
- [Train-the-Trainer](#)

### 2. Handouts

- [Agenda](#)
- [Holistic and Restorative Justice for Anti-Violence Work](#) (Provided before in email but also 15 copies available with Agenda)
- [Community Agreements](#)
- [Models of Justice](#)
- [Advocacy Materials - Practice Meeting \(BOS Packet\)](#)
- [Action Sign Up Sheet](#)
- [SJI Budget Proposal](#)
- [I Heard You Say AND Activity](#)
- [Train-the-Trainer Scenario Instructions](#)

### 3. Posters for Wall

- **Garden:** A visual space for sharing ideas, inspirations, and reflections throughout the conference. Participants can write thoughts, insights, or takeaways on sticky notes and "plant" them in the garden.
- **Parking Lot:** A dedicated space for questions, topics, or concerns that arise but need to be addressed later. Encourages participants to write down thoughts or discussion points that don't fit in with the current session but are important to revisit.
- **Community Agreements:** A posted list of shared expectations that guide interactions and discussions. May include principles such as respect, confidentiality, active listening, and inclusivity. Participants can **add agreements** as needed during the conference.
- **Mental Health Support:** Display name and phone number for mental health professional on site.

## CONFERENCE OBJECTIVES

1. Explore survivor's perceptions of justice and whether restorative justice can be applied to human trafficking cases.
2. Inspire lived-experience experts to take actions within their own communities and increase support for a restorative justice approach that responds to the needs of human trafficking survivors, repairs the harm, and shifts away from the punitive model of the traditional legal system.
3. Center the voice of survivors in a proposal to fund a pilot program in Los Angeles County that utilizes Restorative Justice in human trafficking cases.
4. Identify a group of survivor leaders interested in engaging in policy work around restorative justice

**DAY 1: CREATE A SAFE COMMUNITY SPACE WHILE EDUCATING ON RESTORATIVE JUSTICE AND ITS APPLICATION TO HUMAN TRAFFICKING CASES.**

**AGENDA**

TIME	DESCRIPTION
8:30 AM – 9:00 AM	<p><b>Check-in &amp; Breakfast</b></p> <p><b>Materials (Print):</b></p> <ul style="list-style-type: none"> <li>• <b>Sign-in sheets and agendas:</b> <ul style="list-style-type: none"> <li>○ <b>Sign-in Sheet</b></li> <li>○ <b><u>Agenda</u></b></li> </ul> </li> <li>• <b>Signs to direct participants to the conference room.</b></li> <li>• <b>Bathroom Signs:</b> Provide gender-neutral bathrooms and ensure they are clearly marked.</li> <li>• <b>Assemble folders with printouts:</b></li> <li>• Separate folders for participants and facilitators.</li> <li>• Have a backup folder for facilitators and extra folders for participants.</li> </ul> <p><b>Set Up</b></p> <ul style="list-style-type: none"> <li>• <b>Arrange chairs in a circle.</b></li> <li>• <b>Set up the “teaching space.”</b></li> <li>• <b>Room Logistics:</b> Ensure the space is large enough or have a separate room where chairs remain in a circle throughout the conference to save time transitioning between activities.</li> <li>• <b>Put up posters needed for the first half of the day’s activities.</b></li> <li>• <b>Arrange food and refreshments:</b> Coffee, bagels, water, fruit, snacks for the end of the day, etc.</li> </ul>
9:00 AM – 10:45 AM	<p><b><u>Welcome and Community Circle</u></b></p> <p><b>Presenters &amp; Support Roles:</b></p> <ul style="list-style-type: none"> <li>• <b>Presenters:</b></li> <li>• <b>Note taker:</b></li> </ul> <p><b>Session Format &amp; Focus</b></p> <ul style="list-style-type: none"> <li>• <b>Format:</b> Circle</li> <li>• <b>Length:</b> 90 minutes</li> <li>• <b>Focus:</b> Connect with community members and establish a safe, welcoming space.</li> </ul> <p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>• <b>Community Agreements</b> – Printed and posted on the wall with sticky notes and dark markers underneath, allowing the facilitator to add new agreements as they emerge during the discussion.</li> <li>• <b>Talking Piece</b></li> <li>• <b>Bell/Chime</b> – To signal the start of discussions.</li> <li>• <b>Printout of Circle Questions</b></li> </ul> <p><b>Set Up:</b></p> <ul style="list-style-type: none"> <li>• Arrange <b>tables and chairs in a circle</b> format.</li> <li>• Post <b>Community Agreements</b> on the wall.</li> <li>• Place <b>large sticky notes</b> on each chair.</li> </ul>

- Display two **Garden Posters** (one public, one private).
- Set up a **Parking Lot Poster** for topics to revisit later.
- Print and distribute **Circle Questions**. Also, display them on the PowerPoint or board.
- Add a **colorful centerpiece** to the circle to create an inviting atmosphere.

### **Grounding Activity: 4-4-4 Breathing Technique or Lion's Breath (5 minutes)**

**Step 1:** Breath in, counting to 4 slowly. Feel the air enter your lungs.

**Step 2:** Hold your breath for 4 seconds. Try to avoid inhaling or exhaling for 4 seconds.

**Step 3:** Slowly exhale through your mouth for 4 seconds.

**Step 4:** Repeat step 1-3 until you feel centered.

### **Introduction Posters/Resources (5 Minutes)**

Introduce key spaces and resources available during the conference:

- **Garden** – A space for sharing public and private ideas/inspiration, with an inviting aesthetic (e.g., drawing garden plots, vines, and flowers).
- **Parking Lot** – A place to note topics that need follow-up or discussion at a later date.
- **Support Resources:**
  - Location of **Quiet Room**
  - **Bathroom location**
  - **Mental health support:** Name and contact number visibly posted, along with an in-person introduction of the mental health professional.

### **Opening: Explaining the Circle Process (5 Minutes)**

- Begin with Audre Lorde's "[Litany for Survival](#)."
- **Introduction to Circle Guidelines:**
  - One person speaks at a time while holding the **talking piece** (can be any object).
  - The **circle remains unbroken**—no interruptions (bathroom breaks are fine).
  - The goal is to establish **trust, respect, and connection**.

### **Circle Discussion (60 Minutes)**

**Question 1:** Name, pronouns. What do you need to feel seen, heard, and present in this space?

**Question 2:** What concerns, reservations, or excitement do you have about restorative justice and discussing this process?

### **Question 3: Community Agreements Discussion**

- **Note:** Community Agreements will have been **sent to participants before pre-conference orientation for review and edits**. A final version will be sent prior to the in-person gathering.
- This is a space for participants to **make any additional changes** to agreements as needed.
- **Facilitation Question:** *Is there anything you want to add or change in the community agreements to feel safe?* (Acknowledge that absolute safety cannot be guaranteed, but we will strive to honor each other's needs.)
- If no changes are needed, participants can select and read aloud one agreement as the circle goes around.

### **Closing Poem: [An Invitation to Brave Space](#)**

### Break (15 Minutes)

- Announce a **10-minute break** but schedule it for 15 minutes to ensure participants return on time.
- Write the exact return time on the board.
- Ring the chime at 10 minutes to signal that the session is resuming soon.

10:45 AM – 12:15 PM

### Introduction to RJ and Impacted Communities

#### Presenters & Support Roles:

- **Presenter:**
- **Note taker:**

#### Session Format & Focus

- **Format:** Lecture & Interactive Activities
- **Length:** 90 minutes
  - **Presentation:** 30 Minutes
  - **Activities:** 60 Minutes
- **Focus:**
  - Understand what **Restorative Justice** is.
  - Explore how to **enact and implement pre-sentencing RJ alternatives** within the criminal justice system
  - Examine metrics to measure impact while considering historical oppression and access to justice.

#### Key Points for Presentation:

- Facilitators present multiple perspectives on RJ:
  - One facilitator may discuss working within the criminal justice system and still seeing value in offering RJ as an alternative.
  - Another facilitator may share their experience of completely rejecting the system based on their personal journey.
- The criminal legal system is historically rooted in protecting white supremacy and property rights over the well-being of marginalized communities.
- RJ processes provide space for healing modalities drawn from Indigenous communities and allow for approaches that respect the nuances of marginalized identities.
- The presentation will invite discussion and encourage participants to engage with each other to deepen their understanding of RJ and how this differs from the traditional justice model.

#### Activities

#### Activity #1: Opening Poll (5 minutes)

**Materials:** Polling software (PollEverywhere)

Participants complete a poll on their phones with the following questions:

1. **Have you ever given training in the past?** (Yes/No)
2. **Given your knowledge now, how comfortable are you talking about Restorative Justice and Human Trafficking with a colleague?** (Not at all, Somewhat, Very)
3. **Given your knowledge now, how comfortable are you giving training on RJ and Human Trafficking?** (Not at all, Somewhat, Very)
4. **Word cloud prompt:** *In one word, how do you feel about the traditional criminal justice system?*

### **Activity #2: Polling & Paired Discussion (10 minutes)**

**Materials:** Polling software (PollEverywhere)

Activate the poll for the following questions:

1. **I have personally had a good experience with the criminal justice system.** (Yes/No)
2. **I believe the main goal of the traditional criminal justice system should be to punish people.** (Yes/No)
3. **I believe the main goal of the criminal justice system should be to prevent harm.** (Yes/No)
4. **I believe the current criminal justice system approach prevents human trafficking.** (Yes/No)

### **Discussion (2 minutes):**

- Turn to the person on your right and discuss: *Why do you or don't you believe the criminal justice system prevents human trafficking?*

### **Activity #3: Models of Justice - Group Discussion (20 minutes)**

**Materials:** Handout on [Models of Justice](#)

1. Divide participants into **three small groups** (approx. 5 per group).
2. Assign each group one model of justice: **Retributive, Restorative, or Transformative.**
3. Distribute the **Justice Models Handout** with guiding questions.
4. Each group discusses how their model would address the following scenario:
  - *A 21-year-old trafficked three victims for two years, keeping all the money and regularly using violence against them.*
5. Groups will choose a leader to **present their findings** to the larger group. **(10 minutes)**
6. **Presentation:** Each group presents their model's response to the scenario **(3 minutes per group).**

### **Activity #4: Speak Your Mind (10 minutes)**

**Materials:** N/A

1. Count off participants 1-2.
2. Form two concentric circles (participants stand in **two circles**, one inside the other, with each person facing a partner in the opposite circle):
  - **1s stand** in the outside circle
  - **2s stand** in the inside circle
3. For each question:
  - Participants must first answer YES or NO
  - Only after answering should they explain their response to their partner.
4. After each question, the inside circle rotates to face a new partner. (1 minute per question)

### **Questions:**

1. **Does incarceration feel like justice?** (Yes/No – Explain)
2. **Does incarceration deter trafficking?** (Yes/No – Explain)
3. **Does incarceration deter sex work?** (Yes/No – Explain)
4. **Does incarceration deter labor exploitation?** (Yes/No – Explain)
5. **Does incarceration deter crimes committed while being exploited?** (Yes/No – Explain)
6. **Does incarceration deter familial trafficking?** (Yes/No – Explain)



	<p><b><u>Activity #5: Agree/Disagree (15 minutes)</u></b></p> <p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>• Talking stick/microphone</li> <li>• <b>Agree/Disagree</b> signs posted on opposite sides of the room.</li> </ul> <ol style="list-style-type: none"> <li>1. Participants start in the middle of the room.</li> <li>2. Facilitator reads a statement, and participants must physically move to either "<b>Agree</b>" or "<b>Disagree</b>."</li> <li>3. Participants <b>cannot stay in the middle</b>—they must choose a side.</li> <li>4. Once positioned, the facilitator asks volunteers to share why they chose their stance.</li> <li>5. Only the participant holding the talking stick/microphone may speak.</li> </ol> <p><b>Statements:</b> (Approx. 3 minutes per question)</p> <ol style="list-style-type: none"> <li>1. <b>Current methods of incarcerating traffickers protect my community (the communities I identify with) from future harm.</b> (Agree/Disagree – Why?)</li> <li>2. <b>Current incarceration methods are beneficial for intergenerational trafficking.</b> (Agree/Disagree – Why?)</li> <li>3. <b>I have experienced something that has helped me heal from my trafficking experience.</b> (Agree/Disagree – What helped?)</li> <li>4. <b>I have experienced something that made me feel safe from future harm by my trafficker.</b> (Agree/Disagree – What made you feel safe?)</li> <li>5. <b>I have experienced something that made me feel my trafficker was held accountable for the harm they caused to me and my community.</b> (Agree/Disagree – What made you feel that way?)</li> </ol>
12:15 PM – 1:15 PM	Lunch
1:15 PM – 3:00 PM	<p><b><u>LA County &amp; CA State Budget Proposal</u></b></p> <p><b>Presenters &amp; Support Roles:</b></p> <ul style="list-style-type: none"> <li>• <b>Presenter:</b></li> <li>• <b>Note taker:</b></li> </ul> <p><b>Session Format &amp; Focus:</b></p> <ul style="list-style-type: none"> <li>• <b>Format:</b> Lecture</li> <li>• <b>Length:</b> 90 minutes <ul style="list-style-type: none"> <li>○ <b>Presentation:</b> 45 minutes</li> <li>○ <b>Activity #1 (BOS Role Play):</b> 30 minutes</li> <li>○ <b>Call to Action:</b> 15 minutes</li> </ul> </li> <li>• <b>Focus:</b> Educate participants on how to enact and implement a pre-sentencing Restorative Justice (RJ) alternative within the criminal justice system.</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• <b>Slide show presentation</b></li> <li>• <b>Printed Materials:</b> <ul style="list-style-type: none"> <li>○ <u>Board of Supervisors (BOS) packets</u> – 15 copies</li> <li>○ <u>Sign-up sheet</u> with six action items</li> </ul> </li> </ul>

### Set Up:

- **Lecture-style seating** (tables and chairs)
  - **Pre-determined small group breakout spaces** (3-4 people per group, each with a facilitator)

### Activities

#### **Activity #1: Role Play – Advocacy Meeting with a Board of Supervisors (BOS) Member** **(30 minutes)**

**Objective:** Practice conducting an advocacy meeting with policymakers, simulating real-world engagement.

#### **Instructions:**

1. **Group Assignment:**
  - Facilitator assigns group numbers (1, 2, 3, etc.) based on total participants.
  - Groups should have 3-5 members per team.
  - Assign three Small Group Facilitators to lead the groups.
2. **Move to Assigned Small Group Locations.**
3. **Small Group Facilitator Tasks:**
  - Distribute Advocacy Packet and Practice Materials.
  - Assign one talking point per participant (randomly select from Part A, B, or C on Page 3).
  - Instruct participants to also develop their own personal talking point (Part D: “Why RJ is important to me”).

#### **Facilitated Discussion (Before Role Play Begins):**

- Review background information on the Board of Supervisors (BOS) Member.
- Ask:
  - What stands out about this BOS member’s background?
  - Does their political stance (e.g., Democrat but more conservative) influence how you would communicate with them?
- Ask participants if they have prior experience in policy advocacy meetings.
  - Based on responses, assign experienced speakers to go first during the role-play.
- Have participants sit in the order of their speaking roles for better flow.
- Identify who will make the final ask and discuss how to phrase it.

#### **Role Play – Simulated BOS Meeting**

1. **Preparation:**
  - Give participants 2 minutes to gather their talking points.
  - Remind them to conclude their statement with:  
*“Restorative Justice is personally important to me because...”*
2. **Facilitator leads the simulated meeting:**
  - Open with:  
*“Thank you, BOS, for hosting SJI and lived-experience experts today to discuss a \$25 million budget request for an RJ pilot program for human trafficking survivors.”*
  - Call on speakers in order:
    - *“NAME will speak about our first reason...”*
    - *“NAME will now share about the budget request...”*
    - *“Before we conclude, NAME has a final ask for your support.”*
  - If a speaker forgets a point, prompt them (this is called **hard facilitation** and models real-world advocacy meetings).

### 3. Wrap-Up:

- Remind participants that every policy meeting ends with a clear and specific ask.
- Ensure the final ask is made and discuss the timeline for follow-up.

#### Alternative Activity (Time-Limited Option):

- If time is short, focus only on Part D – “Why RJ is important to me.”

#### Alternative Extra Activity (Time Permitting):

- **SJI ‘coaches’ rotate between groups and act as legislative staff** in a mock advocacy meeting.
- **Before switching:**
  - The original Small Group Facilitator asks participants **to select a new facilitator** for the next round.
  - The selected facilitator will now lead their team in the mock meeting with the new SJI "staff."

#### Activity #2: Call to Action (15 minutes)

##### Instructions:

1. **Slide Presentation:**
  - Display six action items.
  - Provide a brief description of each action item with concrete examples.
2. **Pass Around Sign-Up Sheet:**
  - Participants can sign up for action items that align with their capacity and organizational support.
  - Indicate that the **sign-up sheet will remain available** throughout the training.

##### Speaker Talking Points:

- *“We hope these action items align with your work and mission. If they do not, there is no expectation that you engage in them. Please sign up for activities that you feel you have the capacity to support within your organization or coalition as part of your paid position and advocacy work.”*
- **Compensation Notice:**
  - The sign-up sheet will indicate if **SJI can offer compensation** for participation.
  - *“We recognize that many efforts in the movement have exploited survivors’ labor. If there is an activity you believe should be compensated by SJI, please reach out to discuss further.”*

#### **Break (15 minutes, Announced as 10 minutes)**

- Write return time on the board.
- Ring chime at **10 minutes** to signal participants to return.

3:00 PM – 4:30 PM

**\* PARTICIPANTS  
HAVE BEEN  
INFORMED THAT  
THE CONFERENCE  
ENDS AT 5:00 PM,  
BUT THE GOAL IS TO  
WRAP UP AROUND**

#### **Closing Circle: What Does Justice Mean to You? / Processing the Day**

##### **Presenter:**

##### **Session Format & Focus**

- **Format:** Circle Discussion
- **Length:** 90 minutes

**4:30 PM. IF LUNCH IS DELAYED UNTIL 12:30 PM DUE TO SCHEDULING ISSUES, THERE WILL BE ENOUGH TIME TO COMPLETE THE AGENDA BY 5:00 PM.**

- **Focus:**
  - Reflect on the different experiences and perspectives of justice.
  - **Facilitator Note:** If time is limited, ensure **Question 3 is not skipped**, as closure is essential.
  - A **closing mindfulness activity** to bring participants back to their bodies and the present moment.

**Materials:**

- Print **Question 1** on a separate piece of paper.
- Print **Questions 2a and 2b** together on another piece of paper.
- Print **Question 3** separately for the final round.
- Display all questions on **separate slides** as well.

**Set-Up:**

- Return to circle seating.

**Circle Questions & Facilitation Instructions:**

- As the circle resumes, **remind participants of community agreements** to maintain a space for learning rather than processing personal trauma.
- Facilitate **three separate rounds** of discussion.
- **Pass around** the printed questions for participants to read aloud before responding.

**Round 1:** *What have you experienced or witnessed that was meant to be justice?*

**Round 2 (Two-Part Question – Answer Together):**

- *Who is "deserving" of justice?*
- *Why is accountability so hard, and what does it look like?*

**Round 3 (Final Reflection & Closure):** *What do you want to leave here, and what do you want to take with you?*

**Closing Logistics & Mindfulness Activity**

- Provide **logistics for the next day** (if applicable).
- Facilitate a **mindfulness activity** to help participants reconnect with their bodies before leaving.

**Grounding Activity: Bear Hug**

1. **Stand up tall.**
2. **Inhale** deeply as you open your arms wide.
3. **Exhale** as you cross your arms in front of you, placing your **right arm over the left** in a hug.
4. **Inhale** again, opening your arms wide.
5. **Exhale** and hug yourself again, this time with your **left arm on top.**
6. **Close your eyes** and hold this position, allowing it to be a moment of self-care and grounding.

**DAY 2: BUILDING ON WHAT WAS LEARNED AND SHARED ON DAY 1, AND DEVELOPING POLICIES AND APPROACHES THAT ALIGN WITH WHAT SURVIVORS NEED AND WANT.**

**AGENDA**

<b>TIME</b>	<b>DESCRIPTION</b>
<b>9:00 AM – 10:10 AM</b>	<p><b><u>Opening Circle</u></b></p> <p><b>Grounding Activity:</b> <a href="#"><u>I Give Myself Grace</u></a> (short meditation)</p> <p><b>Presenter:</b></p> <p><b>Notes:</b></p> <p><b>Session Format &amp; Focus:</b></p> <ul style="list-style-type: none"> <li>• <b>Format:</b> Circle</li> <li>• <b>Length:</b> 60 Minutes</li> <li>• <b>Focus:</b> Reflection on thoughts and learnings from Day 1.</li> </ul> <p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>• Sticky notes or notepads for participants to write down thoughts.</li> <li>• Printed copies of the circle question (one per person).</li> <li>• Question displayed on a board or slide.</li> </ul> <p><b>Set Up:</b></p> <ul style="list-style-type: none"> <li>• Arrange chairs in a circle format.</li> </ul> <p><b>Facilitator Note:</b></p> <ul style="list-style-type: none"> <li>• When reviewing objectives, remind participants of the purpose, community agreements, and garden.</li> </ul> <p><b>Circle Questions:</b> How are you feeling about our previous day and the learnings you want to reflect on?</p> <p><b>Break:</b></p> <ul style="list-style-type: none"> <li>• <b>10 minutes</b> (but announce 5 minutes).</li> </ul>
<b>10:10 AM – 12:00 PM</b>	<p><b><u>RJ &amp; Anti-Violence &amp; Envisioning RJ</u></b></p> <p><b>Presenters &amp; Support Roles:</b></p> <ul style="list-style-type: none"> <li>• <b>Presenter:</b></li> <li>• <b>Note taker:</b></li> </ul> <p><b>Session Format &amp; Focus:</b></p> <ul style="list-style-type: none"> <li>• <b>Format:</b> Lecture + Interactive Small Group Activity</li> <li>• <b>Length:</b> 90 minutes</li> <li>• <b>Focus:</b> <ul style="list-style-type: none"> <li>○ Educate participants on different RJ models.</li> <li>○ Encouraging visionary thinking about what RJ could look like in the context of anti-violence work.</li> </ul> </li> </ul>

**Materials:**

- **Large poster papers** (at least 2 per group, more if needed)
- **Colored markers, pencils, pens**
- **Large sticky notes** (each labeled “Yes” or “No” for voting)
- **Basket or ballot box** for anonymous voting

**Set Up:**

**Tables arranged for small group discussions.**

- **3-4 poster papers per table:**
  - **Poster #1:** *"Draw what the RJ process looks like for your group."*
  - **Poster #2:** *"What services/support exist in your dream space?"*

**Activity:****Instructions:**

1. Count off participants into **groups of 5**.
2. Each group will engage in two tasks:
  - **Task 1:** Draw a Restorative Justice process that reflects their vision.
  - **Task 2:** Prepare a description of *"What services/support exist in your dream RJ space."*

**Discussion Prompts:**

- What does RJ look like in your vision?
- Where does it happen? (Courtroom? Community space? Garden? Living room?)
- Who is present? (Judges? Survivors? Supporters? Law enforcement?)
- Are there barriers or enforcers (e.g., weapons, security, restrictive policies)?
- If there were no funding or legal barriers, how would you design the ideal RJ process?

**Instructions for Drawing & Sharing:**

- Groups will **draw or write** their ideas on the posters.
- Encourage **creative thinking**—imagine **no barriers** and unlimited funding.
- Each group **shares their visualization** with the larger group.

**Collaborative Review:**

- Groups rotate to view other groups' posters.
- Add **comments, suggestions, or stars** on sticky notes to highlight key ideas.
- Spend **3-5 minutes per rotation** before returning to their own table.

**End of Session: Anonymous Voting**

- Distribute two sticky notes to each participant (one labeled “Yes,” one labeled “No”).
- Provide the following voting prompt:
  - Yes - I support an RJ process for human trafficking survivors.
  - No - I do not support an RJ process for human trafficking survivors.

**Lunch Break: Vote Count & Poster Display**

- During lunch, facilitators **tally votes** and post the results on a **large poster**.
- When participants return, facilitators **lead a brief discussion** on the voting results before transitioning into the next session.

**12:00 PM – 1:00 PM**

**Lunch**

1:00 PM – 2:10 PM

## **Brainstorm on RJ Services & Support**

### **Presenters & Support Roles:**

- **Presenter:**
- **Note taker:**

### **Session Format & Focus:**

- **Format:** Interactive Poster Session
- **Length:** 60 minutes
- **Focus:**
  - Gather participants' insights on what **justice could look like** for survivors.
  - Identify new RJ-based services and support that could be implemented.
  - Understand resource allocation and accountability measures in RJ for human trafficking.

### **Materials:**

- **7 large poster papers** with questions at the top, each with **2 sheets underneath** for additional responses.
- **Post-it notes & red pens** for participant input.
- **RJ budget proposal** for reference.
- **Dot stickers** for voting.

### **Set Up:**

- **Three stations** with posters arranged for small group rotations.
- **Dark markers** at each station.
- **Designated timekeeper** to manage rotations.
- **Three facilitators**, each assigned to a set of posters.

### **Activity (3 parts):**

1. **Small Group Rotations** – Groups move through stations, answering prompts (10 minutes per station).
2. **Theme Review** – At the last station, groups **identify key themes** and select a **group leader** to summarize them (10 minutes).
3. **Large Group Presentation** – Group leaders **present key findings** (2-3 minutes each, total of 10 minutes).

### **Facilitator Instructions**

- **Divide participants into 3 groups** (3-5 people each).
- Assign each group to a **starting station** with a facilitator.
- Groups **rotate to the right every 10 minutes** when the **timekeeper rings a chime**.
- Facilitators guide groups through discussions and ensure each station flows smoothly.

### **For rotations:**

- **First Rotation:** Groups write down initial ideas on the posters.
- **Second Rotation:** Groups review existing comments, “star” ideas they support, and only add new thoughts (no need to rewrite the same ideas).
- **Final Rotation:** Groups review big-picture themes and vote using dot stickers

## Station & Facilitator Prompts

### Station A: Survivor-Centered Services

#### Facilitator #1 Instructions

- **Poster 1:** *What services were the most urgently needed?*
- **Poster 2:** *What non-traditional or “outside the box” services should be funded through an RJ program?*  
(Clarify that Poster 1 focuses on traditional services, while Poster 2 focuses on creative, non-traditional supports.)

### Station B: Accountability & Resource Allocation

#### Facilitator #2 Instructions

- **Poster 1:** *What types of services could have helped your trafficker (responsible party) to prevent future harm?*
- **Poster 2:** *What actions, statements, or services could a trafficker take for you to feel they have taken accountability?*
- **Poster 3:** *RJ Budget Proposal: How should funding be divided between survivor support and responsible parties?*
  - Participants **vote with sticky dots** on percentage breakdowns:
    - 100% Survivor / 0% Responsible Party
    - 75% Survivor / 25% Responsible Party
    - 50% Survivor / 50% Responsible Party
    - Other (participants can add new options)
  - **Note:** In a previous session, 7 out of 15 survivors suggested a 70% / 30% split, favoring more investment in responsible parties' rehabilitation to prevent future harm.

### Station C: Policy & Budget Proposal

#### Facilitator #3 Instructions

- **Poster 1:** *What questions do you have about how RJ would work in human trafficking cases?*
- **Poster 2:** *Is there anything you would add or remove from the current budget proposal?*  
(Participants place dot stickers next to questions or suggestions they support.)

#### Groups Report Back:

1. Groups summarize their key themes (10 minutes).
2. Each group selects a team leader to present findings to the large group (2-3 minutes per group).

#### Break:

- 10 minutes (but announce 5 minutes).

2:10 PM – 3: 30 PM

### Train-the-Trainers

#### Presenters & Support Roles:

- **Presenter:**
- **Note taker:**

#### Session Format & Focus:

- **Format:** Lecture, Activity, & Breakout Session
- **Length:** 70 minutes



- **Focus:**
  - Use RJ knowledge in real-world practice through hands-on activities.
  - **Build confidence** in discussing and advocating for RJ.

**Materials:**

- PowerPoint slides
- **“I Heard You Say”** Statements (cut up and placed in a basket/hat)
- **Scenario Questions Handouts**

**Set Up:**

- Lecture-style seating arranged in a square formation.
- Space for three breakout groups and a standing circle for the activity.

**Facilitator Notes:**

- Conduct a recap of key learnings from previous sessions (**10 minutes**).

**Activity # 1: “Yes, and...” (20 minutes)**

**Facilitator Explanation:**

- When engaging in discussions where **people have differing views**, it’s important to ensure they feel heard.
- In this activity, we will **practice advocating for RJ** in a way that acknowledges different perspectives.
- A powerful tool for this is **active listening**—repeating back what you heard before presenting your argument using the connector **“AND”** instead of **“but”**.

**Example:** *“I heard you say that criminals deserve to be punished, AND as a survivor, I agree that accountability is important. I also know that I would have wanted my trafficker to stop harming others, and I don’t believe jail accomplished that.”*

**Instructions for Activity:**

1. **Participants stand in a circle.**
2. Each person **draws an argument/statement** from the basket/hat.
3. They must **repeat the statement using “I heard you say...”** and then **add their argument using “AND.”**
4. If a participant is **unsure what to say**, they can pass or return their paper to the facilitator, who will provide an example response.
5. **Handout for phrases in the hat:** **I Heard You Say**

**Scenarios Activity: Practicing RJ Advocacy (25 minutes)**

**Facilitator Explanation:**

- Participants will role-play discussions with different stakeholders about RJ.
- Each group will focus on a specific audience and practice structuring their arguments.

**Group Assignments:**

- **Group 1:** Talking to **Law Enforcement (LE)** about RJ.
- **Group 2:** Talking to **NGOs/Service Providers** about RJ.
- **Group 3:** Talking to a **Human Trafficking Task Force** about RJ.

**Instructions:**

1. **Count off participants** (1, 2, 3) to assign them to a group.
2. Each group moves to their designated area with poster paper and questions.
3. Once in small groups, the facilitator explains the task:

- **Step 1: Brainstorm responses** to the discussion prompts.
- **Step 2: Assign roles** and practice delivering responses using the internal agenda.

**Facilitator Notes:**

- Use **PowerPoint slides** to explain discussion prompts in greater detail.
- The **Scenario Handout** is available at each table for reference:  
[Scenario Handout](#)

**Return to Large Group (15 minutes):**

**Facilitator Prompts:**

- What did you learn from this activity?
- What arguments worked best in your group?
- What is missing? What do you still need to feel more confident?
- How will you apply what you've learned?

**Break:**

- **10 minutes** (but announce 5 minutes).

**3:30 PM – 4:30 PM**

**Closing Circle**

**Presenters & Support Roles:**

- **Presenter:**
- **Note Taker:**

**Session Format & Focus:**

- **Forma:** Circle Discussion
- **Length:** 60 Minutes
  - **45-minute circle discussion**
  - **10-minute reflection activity**
  - **5-minute evaluation**
- **Focus:**
  - Reflect on key takeaways from the two-day conference
  - Encourage participants to envision how they will bring RJ principles into their communities

**Materials:**

- **Circle questions** (written on handouts or board)
- **Large sticky notes** for participants to contribute quotes to the community garden
- [Printed QR code](#) for evaluation survey

**Set Up:**

- Chairs arranged in a circle

**Circle Questions:**

1. **How will you bring what you've learned into your community?**
2. **Share a final reflection on your experience over the last two days.**

	<p><b>Post-Circle Activities:</b></p> <p><b>1. Community Garden Reflection</b></p> <ul style="list-style-type: none"> <li>• Facilitator passes out large sticky notes.</li> <li>• Participants write a quote, reflection, or feeling to contribute to the community garden.</li> </ul> <p><b>2. Final Evaluation</b></p> <ul style="list-style-type: none"> <li>• Participants complete a text-based survey OR scan a handout with a QR code to access the evaluation form.</li> <li>• <b>Sample evaluation</b></li> </ul> <p><b>Grounding Activity: Full Body Shake Out</b></p> <ol style="list-style-type: none"> <li><b>1. Start with your right leg.</b> Shake it out, making sure it's nice and loose. Let any stress, tension, or anything that no longer serves you travel out of your body.</li> <li><b>2. Move to your right arm.</b> Shake it at your own pace—lightly or with more intensity, whatever feels right for you.</li> <li><b>3. Shake out your left leg.</b> Loosen all the joints and release any stress that may have built up in this part of your body.</li> <li><b>4. Shake out your left arm.</b></li> <li><b>5. Now shake out your entire body.</b></li> <li><b>6. Return to a natural standing position.</b></li> <li><b>7. Close your eyes and take a mindful breath together.</b> <ul style="list-style-type: none"> <li>• Inhale deeply through your nose.</li> <li>• Exhale fully, releasing any remaining tension.</li> <li>• When you're ready, gently open your eyes.</li> </ul> </li> </ol>
<b>4:30 PM – 5:00 PM</b>	<p><b>Mixer &amp; Certificates</b></p> <p><b>Set Up:</b> Snacks &amp; Certificates</p> <p><b>Activity:</b> Passing out Certificates/Group Toast with Sparkling Cider</p>