



# WORKSHOP

## for the SOCIAL TRANSFORMATION

Tool Sheet - facilitation

### Speaking Tokens

Speaking tokens are a tool for managing turn-taking in discussions or small-group debates. By limiting the number of times each participant can speak, they encourage active listening and prevent certain individuals from monopolising the conversation. This approach helps reduce unnecessary repetition and creates space for others to contribute. Additionally, it fosters self-awareness about one's own speaking habits and participation in discussions.

#### Implementation

Each participant receives a set number of tokens (e.g., five). Every time they speak, even briefly, they must give up a token or place it in front of them. Once they have no tokens left, they can no longer contribute to the discussion. A maximum speaking time per token (e.g., five minutes) can also be established.










All participants, regardless of their role or status, must adhere to the token system. The facilitator can move between groups to ensure that the rules are being observed.

#### Alternative activity: The Talking Stick

A stick or any other object is used to symbolise the right to speak. Only the person holding the stick may talk, while others listen without interruption. Once they have finished, they pass the stick to someone who requests it, and the discussion continues in this manner. This technique helps make the flow of conversation more visible and highlights any imbalances in participation.



Here are some printable speaking tokens that can be duplicated and cut out. It is recommended to provide at least three tokens per participant.

 Speaking Token	 Speaking Token	 Speaking Token
 Speaking Token	 Speaking Token	 Speaking Token
 Speaking Token	 Speaking Token	 Speaking Token

URL link to the article: <https://atelier.fdh.org/es/actuar/nuestras-herramientas/animar/article/speaking-tokens?lang=en>

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