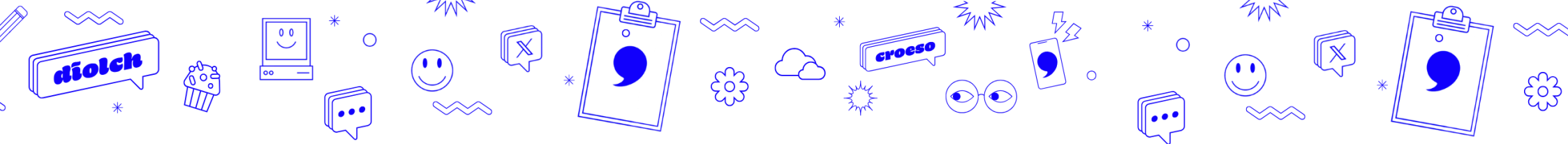




Pecyn Sgwrsio

Guidance on facilitating
use of Cymraeg in the workplace





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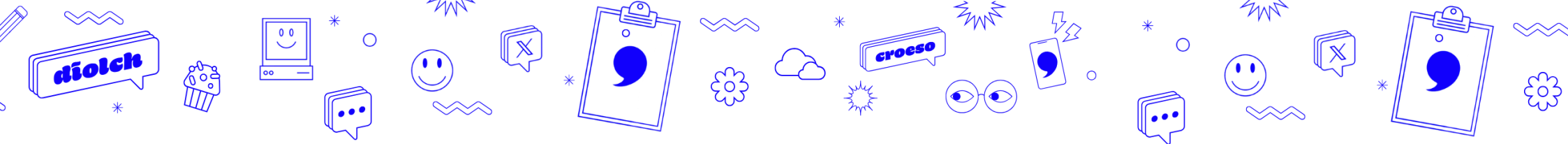
Introduction

This pack contains ideas for leaders and managers to facilitate use of Welsh or Cymraeg in the workplace.

Leaders and managers have an important and influential role to play when facilitating the use of the language with and between colleagues. Modelling behaviours that show commitment and respect towards Welsh demonstrates that the language is welcome in the workplace.

This can prompt Welsh speakers to use it more, encourage those who haven't used it in a long time to reconnect, motivate learners to give it a go, and inspire those at the start of their journey to go for it, and see value in doing so.

Here are a few ideas and opportunities to make this happen.



Day to day use

Why not greet colleagues in Welsh?

English	Cymraeg
Good morning	Bore da
Good afternoon	Prynhawn da
How are you?	Shwmae?/ Su' mae?/ Sut wyt ti?
Good weekend?	Penwythnos da?
See you soon	Welai di'n fuan/ Gwela i ti'n fuan/ Mi wela i di'n fuan
Goodbye	Hwyl fawr

Why not visibly welcome the Welsh language?

- Wear a Iaith Gwaith (Working Welsh) badge
- Include a Iaith Gwaith symbol and statement in your email signature
- Use a bilingual virtual background in online meetings



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Why not share your journey with the language?

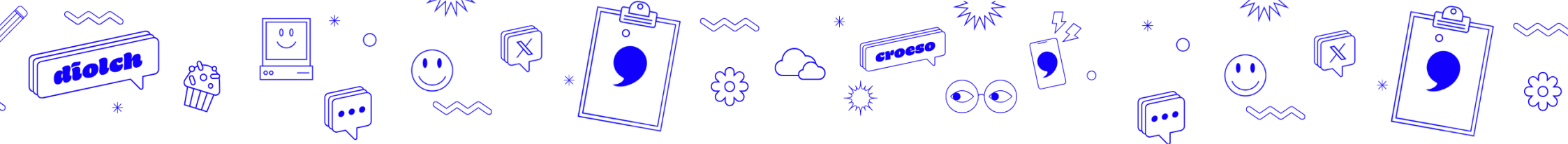
If using Welsh in a professional setting is new to you, or if you haven't used the language in a long time, why not...

- Speak honestly with your team about your experience reconnecting with the Welsh language
- Write a blog about your journey on your intranet
- Encourage others to share their experiences with the Welsh language

Why not use good practice when chatting with learners?

- Avoid correcting or being negative
- Avoid completing sentences on their behalf
- Be patient, listen carefully and speak slowly but naturally

Use in your role



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Why not open and close internal meetings in Welsh?

English	Cymraeg
Welcome	Croeso
Thank you for your time	Diolch am eich amser
Thank you for your contributions	Diolch am eich cyfraniadau
Goodbye	Hwyl fawr

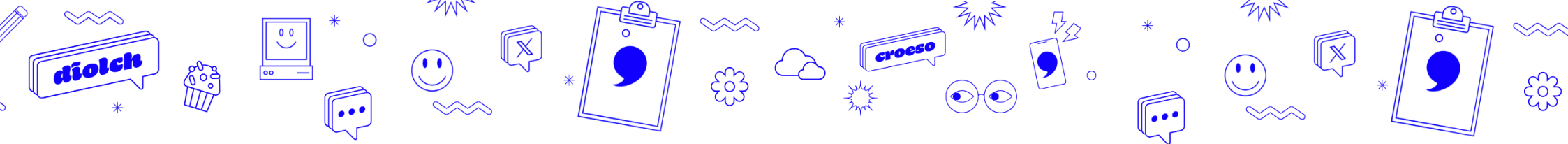
Why not facilitate staff use of Welsh in their work by...

- Developing a bilingual list of frequently used words relevant to your team's work
- Include an objective around the use of Welsh within your team's professional development plans
- Provide bilingual resources and templates

Why not try holding 1-2-1 meetings in Welsh?

- If you speak Welsh, you could offer the full meeting in Welsh
- If you're learning Welsh, you could offer part of the meeting in Welsh
- If using Welsh in a professional setting is new to you, you could offer part of the meeting in Welsh or commit to increasing its use over time

Why not hold a sesiwn sgwrsio/ sgwrsio session?

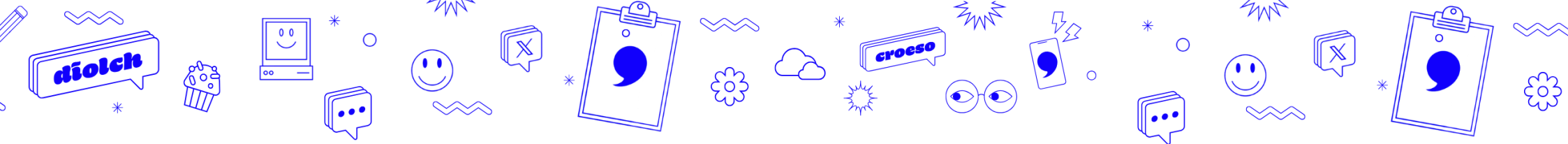


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- Do you have staff who learnt Welsh at school, but have not used it for some time?
- Do you have staff who are attending Welsh language classes, but haven't yet taken the leap to using it in the workplace?
- Do you have staff who are fluent but may not feel confident to use the language at work?
- Creating opportunities for people to practice in an informal, pressure-free environment can be beneficial
- One way to do this is to hold a sesiwn sgwrsio/sgwrsio session. This can be a regular session, or you could organise them occasionally around your staff's work pattern or workload
- It's likely that there's a mix of language levels within your organisation - the purpose of a sesiwn sgwrsio/sgwrsio session is to bring together speakers on all levels and create opportunities for colleagues to learn from each other
- The role of the facilitator is key to ensure everyone is on the same page
- Practical advice on how to [facilitate conversations with learners](#) can be found on the National Centre for Learning Welsh website

Suggestions on how to organise, run and make the most of a sesiwn sgwrsio/sgwrsio session can be found on the next page.

Step	Activity	Suggestions	Value
Before the session			



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1	Choose a date and location	It can be online or in the office	
2	Choose a theme for the sgwrs	The weekend, the local area, holidays, hobbies, music, sports etc.	
3	Share questions or prompts	- Beth wyt ti'n mwynhau ei wneud ar dy wyliau?/ What do you like doing on holiday? - Beth wnest ti dros y penwythnos?/ What did you do over the weekend? - Beth wyt ti'n hoffi am dy ardal?/ What do you like about your area?	Sharing questions or prompts in advance can give less confident speakers a chance to prepare.
During the session			
4	Appoint a facilitator	They can be a fluent or a confident speaker	The facilitator can lead the sgwrs and ensure everyone is on the same page.
5	Create a safe, pressure-free space	The facilitator can use key messages from the messaging framework	Grounds the sgwrsio sessions/sesiynau sgwrsio in the organisation's wider work to welcome, facilitate and increase use of Welsh.
6	Give everyone a chance to contribute	The facilitator can give everyone a chance to contribute by encouraging new speakers to give it a go and explain any complex vocabulary. The facilitator should listen, be patient, speak slowly and clearly, and avoid correcting. It's possible that some will switch to English when they are struggling. The facilitator should continue to speak Welsh as the learner will eventually switch back to Welsh.	Ensures an inclusive sesiwn/session that gives everyone who wants to give it a go a chance to do so. For more practical advice on how to facilitate conversations with learners, the National Centre for Learning Welsh have valuable resources such as the Siarad scheme guidance.
After the session			
7	Share vocabulary	You can share a selection of vocabulary used during the sgwrs.	This can be useful for learners who are looking to expand their vocabulary.
8	Collect feedback	You can share a short feedback form to hear about the experience of those who attended the sgwrs.	Feedback can help shape future sgwrsiau and help you understand what's valuable for speakers and learners.