

# Basic Facilitation Skills Workshop

At a time when the number of groups in communities is increasing and trends show more public involvement in local decision making, there has been a comparable growth in the need for facilitation. More and more people from all organizational levels and functions are now in, or need to be in, facilitator roles. For many people this is a new way of working with groups. For some, this is their primary role; but for most, serving as a facilitator will be a part-time role that they play only from time to time. This session will assist participants who find themselves in a wide array of work situations, including planning, obtaining input, chairing meetings, managing staff, and leading project teams.

This interactive workshop is designed to build capacity for working with, and collecting wisdom from, groups of people. Participants will increase their understanding of the art of facilitation, and enhance their skills and abilities to effectively and efficiently facilitate small group discussions, and help those groups reach carefully considered conclusions. It is not a certificate course, but rather is intended to provide interested individuals with basic theory, skills and “tools” for effective facilitation. The workshop will include many opportunities to practice your skills with your fellow participants and get some useful feedback so please come prepared to participate!

## Learning Outcomes

By participating in this workshop participants will facilitate with greater confidence through increased:

- ❖ understanding of the role of a facilitator,
- ❖ awareness of competencies required to support process,
- ❖ knowledge of key planning components of successful facilitation events,
- ❖ exploration of practical tools, techniques and resources that can be used to enhance participation and process.

## Participant Agenda - *draft*

### **THURSDAY, April 29th**

- 8:00 AM Sign In, Coffee
- 9:00 AM Welcome, Introductions & Overview of Workshop
- 9:35 AM Personal Reflections & Competencies of an Effective Facilitator
- 10:15 AM Self Evaluation of Competencies
- 10:30 AM *Break*
- 10:45 AM Pre-Planning for the Role of a Facilitator – *Overview*
- 10:55 AM Planning for PEOPLE
- 11:45 AM *Lunch*
- 12:30 PM Planning for PROCESS
- 1:00 PM Open Space to explore Process Tools
- 2:25 PM *Break*
- 2:40 PM Planning for PLACE
- 3:00 PM Small Group Activity (Review)
- 3:30 PM Pulling it all together... Preparing an AGENDA
- 4:00 PM The Importance of Follow-up
- 4:05 PM Closing Focused Conversation and Evaluations
- 4:00 PM Good Luck and enjoy Facilitating!