Facilitation Training, SDS, Lisa Fithian

5  Welcome
5  Intro – quick go around
5  Agenda Review & Goals for Training

Small Group 1: Count off 1-4
  Tool: Brainstorm – popcorn style – no critiques or discussion
  Topic: What Makes Meetings Successful, What Do You Hate About Meetings?
  Report: + / - list - Harvest

Large Group: Putting Together Great Meetings summation!

Small Group 2: Choose one of five items
  Tool: Go Around
  Topic: What facilitation tools have you used or seen – build list
  Report: Read list of tools

Large Group: What makes good facilitation harvest

Small Group 3: Self-selection –
  Tool: Stacking
  Topic: Decision-making – advantages and disadvantages for consensus / Roberts rule
  Report:

Large Group: Values that underlie decision-making

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Dealing with Difficult People

Dynamics of power and oppression in meetings

  White superiority / Internalized Inferiority
  Make things visible and present

Evaluation

Close
Notes on Facilitation by Lisa Fithian

Facilitation – the process of enabling groups to work cooperatively and effectively

**Good Practices**
- Getting permission
- Staying Neutral
- Agenda Prep
- Presenter Prep
- Guidelines or Agreements
- Ice breakers
- Group Process Tools
- Working with Flipcharts, etc
- Unattached
- Creative
- Cooperative, participatory
- Good will, spirit and fun

**Understanding the Role**
- The Power to Interrupt
- The Skill to do it gracefully
- The Wisdom to be visible about the use of power
- Take Responsibility for Group Process – don’t make decisions, makes sure decisions are made.

Be intentional about what kind of culture you are building / want

**Working Energy** – pacing, energizing, punctuating, silence, stretch, music

**Building a Container** -

**Art and a Science**

- Understand power of role – Professional, self-confident, authentic Integrity
- Working groups needs and energy and cues

Moving from surface to depth, with a sequencing of questions

- Which Method is best for which content

**Intentionally of Time and Space** - Environment must be an ally to the work

- Evocateur – belief in wisdom and creativity of the group to achieve goals
- Objectivity – step out of role if wanting to speak,

**Groups Dynamics** - sense and clarifying of underlying dynamics, looks for nonverbal cues

- Event Drama
- Underlying dynamics
- Release blockages
- Flexibility
Responsibility for group journey
Produce Powerful Documentation – notes, charts etc

http://www.casagordita.com/tools.htm

**A Good Meeting**

Meeting is the middle of a process from prep – meeting – follow-up! Equal time should be spent on each

Start on Time and have an end time (respect people’s time, be conscious of different cultures)

Introductions – who is present, visible, icebreakers, cultures, who is not present?

Facilitator gets permission of group – role not to make decisions but insure decisions get made

Establish Goals of meeting

Review Agenda

Build Culture of participation – group agreements

Finish one thing before going on to the next

Review decisions made

Set Next Meeting

Evaluate meeting (parting shots)

Close

**Roles:**
- Facilitator
- Note Taker
- Scribe
- Vipes Watcher
- Door Greeters for late comers
- Sign-up sheet

**Tools**
- Talking stick
- Koosh Ball
- Stand Up
- Line Up
- Pro-Con
- Break out by opposing perspectives
- Small group process