

Facilitation Training, SDS, Lisa Fithian

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

Set-Up for Exercises:

1. Each group will choose a facilitator, note taker, time keeper
2. Practice specific tool
3. Produce Content
4. Feedback to facilitator
5. Report Back

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

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

Evocative – 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

Tools

Talking stick

Koosh Ball

Stand Up

Line Up

Pro-Con

Break out by opposing perspectives

Small group process

Roles:

Facilitator

Note Taker

Scribe

Vibes Watcher

Door Greeters for
late comers

Sign-up sheet