

Facilitate it!



Your role is to “assist the process and to act as a catalyst within the group to promote the working of the group without unduly influencing or directing the products of the group”

<p>1. Planning the Event Preparing yourself and the venue before the group arrives</p>
<p>2. Positioning Introducing your role and creating a climate for success</p>
<p>3. Defining the Present and Envisioning the Future Where are you now and where do you want to be?</p>
<p>4. Defining an Outcome What will we achieve today?</p>
<p>5. Getting There How will we achieve this today?</p>
<p>6. Commitment to Action What are the next steps after today?</p>

Working effectively with groups:

- ✓ Communicate clearly what you are there for and what you are not there for – then ensure you act as you have promised!
- ✓ Change the dynamics and activities of the group regularly to maintain energy and momentum, seating and room layout are important to allow movement and flexibility
- ✓ Clarify the agreed objectives, maintain control by re-clarifying and repeat as necessary to keep the group on target
- ✓ Use names, thank people for contributions and ensure everyone in the group is heard
- ✓ Listen actively, question carefully, summarise and propose the next steps
- ✓ Agree timings for each activity and monitor closely keeping the group appraised of progress and time remaining
- ✓ Invite the group to come up with their own methods of problem solving, be prepared to suggest ideas of your own but do not take offence if they do not wish to go with your suggestions!

Finally – remember that your enthusiasm and energy (or lack of it) will rub off on the group!

All routes lead to somewhere! Some techniques you can try:



Brainstorming/Brain dumping

Agree and write up the problem statement for all the group to see,
e.g. "What are all the ways we could...?"

- All ideas are to be written up and displayed – even if duplicated
- Defer evaluation – no discussion
- People may be able to contribute by building on other people's ideas
- Be creative – wacky ideas may have some value

Visualisation

The group is split into subgroups and given flip chart paper and pens
Using subgroups and flip chart paper and pen – agree the topic
e.g. "What skills or qualities should a good facilitator have?" the group is asked to visually represent their ideas using a picture or combination of pictures without words

Post-its

Creative, fun way of obtaining input. Can ensure anonymity, maximise group contributions and the group can take responsibility for 'clustering' and 'summarising' key issues

Beware - can be messy and dangerous if get out of hand and have not thought through clearly what to do with them all! Ask the group what **they** think should be done with them!

Progress Sheets

Useful at end of meetings/start of next meeting or session

Encourages participants to recognise progress made individually and as a group and enhances feelings of achievement

Three headings useful: - Gains, Transfer to the Job, Next Steps

Run an honest, open group. The fewer rules the better. Every law creates an outlaw. Good facilitation means doing less and being more

From The Tao