

Facilitation Techniques Workshop

The basic measure of facilitation is whether or not an activity (i.e., meeting or other process involving two or more people) was helped or made easier because of the presence of one or more individuals acting in the role of facilitator. We've all experienced the complaints about meetings or other group processes: too long, too disorganized, too unfocused, too contentious, etc. In this workshop you will learn about the role of a facilitator and about the principles and techniques he or she brings to the table in order to help some activity proceed more easily than it would without this person's presence.

The focus of this 3-day workshop is on committees, work teams, task forces, office units and other on-going groups. The workshop's structure is based on a three-phased facilitation model. Benefits to participants seeking to improve one-time groups or large public meetings will depend on the applicability of the three-phased model. The phases are shown below and participants will learn techniques for helping groups during each phase and sub-activity shown in the table.

<i>Preparation Phase</i>	<i>Group Activity Phase</i>	<i>Follow-Up Phase</i>
<u>Outcomes</u>	<u>Outcomes</u>	<u>Outcomes</u>
<ol style="list-style-type: none"> 1. Group Organized 2. Planning Completed (i.e., Agenda, Logistics, Materials, Roles, and Other Miscellaneous Arrangements) 	<ol style="list-style-type: none"> 1. Meeting Purpose Fulfilled and Desired Outcomes Met 2. Participants Collaborated Effectively 3. Collaboration Skills Enhanced, and Process Improvement Opportunities Identified for Group Growth 	<ol style="list-style-type: none"> 1. Appropriate Documentation Completed 2. Information Disseminated 3. Follow-up Monitored 4. Further Needs Identified and Activity Recycled Back to Preparation Phase OR Facilitation Terminated.