

## Facilitation Training WOJAA 3

**description:** Share stories, tactics, and tools from your past facilitation experiences. Troubleshoot your gnarliest facilitation challenges with experienced peers. Be visited by the facilitation fairy, who will bestow gifts of insight into the secret lives of groups! Gain access to follow-up resources for facilitators.

### visible prep:

- bike rack
- packets with follow up resources
- goals and agenda
- facilitation skill set mind map
- clusters (plant ahead)
- scenarios
- fairy wand

### agenda

#### opening

1. welcome (10)
  - introduce myself, facilitation definition and components (5)  
definition. list the core responsibilities, and why it matters.  
is/isnt. mindmap.
  - goals of training & agenda (5)
2. clusters (10)
  1. i have been to a meeting (hey! you're an expert!)
  2. i have been to a bad meeting (we'll talk more about bad meetings in a bit, but what are some of your pettest peeves?)
  3. i regularly facilitate meetings in my organization (anyone totally new to facilitation?)
  4. i feel pretty good about my ability to facilitate meetings (where did you learn? right, mostly by doing. these people are resources for follow up!)
  5. in my work, we mostly use consensus process to make decisions (what do other folks use? ok, so not everyone is seeking full group consensus in meetings and a lot of the tools we're going to talk about come out of horizontal organizing practices.)
  6. in my work, people who attend meetings are mostly paid to be there (mix of paid organizers and community folks here today, different challenges)

**harvest/notice:** preparation and diagnosis. the posture of facilitation. prepare & be present. movement, building the container through easy self disclosure. sets us up for learning.

3. turn to your neighbor and introduce yourself. let's talk about meetings. first, talk together about the worst meetings ever, the ones that permanently crinkle your nose. what's going on? what's are the tangles? remember we're a small community. no neighbor bashing.  
**harvest:** bad meetings list. things we don't want to cultivate when we facilitate. (10)

4. turn to your other neighbor and introduce yourself. what's about great meetings?  
harvest: meetings that work. things we DO want to cultivate when we facilitate. (10)

**facilitation scenarios - skits**

small group (10 minutes to prep)

each group gets a scenario. talk about the scene using the discussion questions, then prepare a SHORT (1 minute) skit to show us one of the interventions you like the most.

**discussion questions:**

- as the facilitator, what are you curious about? what do you need to learn more about?
- do you need to intervene? if so, what interventions could you try? can other participants or people in other roles intervene?
- show us one of the interventions you like the most

1. one person is talking repeatedly, and making comments that are longwinded and repetitive. their identity is in some way(s) different from that of the rest of the group.
2. one person is talking repeatedly, and making comments that are totally strategic, appropriate to the task at hand, and well informed. they are a senior member of the group. other participants keep asking the person's opinion on what the group should do.
3. one person is not speaking at all. they are the founder of the group. other participants seem uncomfortable and hesitant to make even a simple decision.
4. one person is not speaking at all. they are new to the group and their identity is in some way different from everyone else. the group is trying to make a high stakes decision.
5. the group is having a heated discussion about a high stakes issue that has been festering for a long time. one person says, "i don't think this is helping us at all. i think we're wasting our time." Another says, "this meeting isn't working for me." People glare at you.
6. the group is slouching, engaging in side conversations and distracted behaviors. they say they want a break. earlier meeting content was emotional and included conflict. they still have a lot of work to do.

perform! (20)

evaluation (5)

close