



FACILITATION

Get the best ideas from everyone

RUN SHEET | 60 MINUTES | UP TO 30 PARTICIPANTS

INTRO	<ul style="list-style-type: none"> Facilitator intro. Explanation of facilitation vs meetings. Activity: <ul style="list-style-type: none"> Participants share stories of well facilitated sessions and summarise what makes a great session (this activity includes a technique share around 'Storytelling').
ROLES AND SKILLS OF GREAT FACILITATORS	<ul style="list-style-type: none"> Activity: <ul style="list-style-type: none"> Participants are timed to brainstorm: <ul style="list-style-type: none"> What's the role of a good facilitator? What skills does a good facilitator need? Everyone reflects back and discusses.
PLANNING AND PREPARATION	<ul style="list-style-type: none"> Activity: <ul style="list-style-type: none"> Exploration of ideas for how to work through and prepare for a session. Everyone feeds back what it prompted them to consider.
ESTABLISHING A PURPOSE	<ul style="list-style-type: none"> Too often facilitation fails because no one is clear on the expected outcome. Activity: <ul style="list-style-type: none"> Participants trial using one of our favourite facilitation techniques for establishing a purpose/objective: 'The Problem-Statement'.

GENERATING IDEAS	<ul style="list-style-type: none"> Explanation and trial of some facilitation techniques on a specific question/challenge. Activity: <ul style="list-style-type: none"> Participants are put into groups and given a technique to try out with instructions. Participants feedback on how they got on.
HARVESTING OUTPUTS	<ul style="list-style-type: none"> Group discussion around the problems with not concluding on sessions. Explanation of technique 'What, so what, now what?' Explanation of technique 'Authority to Act'.
CLOSE + ACTION PLANS	<ul style="list-style-type: none"> Summary and questions. Full toolkit of 'Facilitation Techniques' is provided.

