Facilitator Training 2016-17 Facilitation Plan

Version 1.0

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UW-IT Facilitator Training 2016-17

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Reason to Focus on Facilitation

Maximize Time in Meetings

83% - Drift from the subject

77% - Poor preparation

74% - Questionable effectiveness

68% - Lack of Listening

62% - Verbose participants

60% - Length

51% - Lack of participation

Source: Achieving Effective Meetings - Not Easy But Possible, Bradford D. Smart in a survey of 635 executives

From This:

To This:

More Reasons to Focus on Facilitation

High demand for facilitation skills

Desire and need to invest in transferable skill development

Promote and build strong teams and communities

Sessions ([photos])

	Title	Focus/topics
1	Foundation1: Facilitator Role and Meeting Management	Role of the Facilitator, Effective Meetings and the 5Ps, Preparing for a Meeting: Picking Space, Grab and Go Bag, Room set-up
2	Foundation 2: Types of Meetings and Planning Techniques	Types of meetings, Facilitation Plans, Storyboards, Stickynote exercises. Goals, Activities and Outcomes.
3	Foundation 3: People and Dynamics	Group Dynamics, Dealing with Difficult People, Mediating Conflict, Team Dynamics. Introverts vs. Extroverts. "I" Time.
4	Foundations 4: Visuals and Virtual	Handouts, Presentations, Visuals in Room, Learning Styles Virtual Meetings, Virtual attendees
5	Tools & Practices	Stakeholder Input, Data Collection & Analysis, SWOT & Root Cause, Measuring Impact, Flowcharting & BP Mapping
6	Keep it Going	Ideation, Decision Making and Consensus, Strategic Planning, Lessons Learned Maintaining your practice: re-order list, restocking, etc
+	Cohort follow-on	Community of Practice. Shadowing.

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Foundation 1: Facilitator Role and Meeting Management

Topic	Outcomes	Resources
Role of the Facilitator	Understand the role of the facilitator Understand outcome driven facilitation	
Effective Meetings and the 5Ps	Understand what makes an effective meeting Learn about templates for effective meetings	
Preparing for a Meeting	Build a facilitator's guide Use storyboards to plan the flow	
Picking Space - Room set-up	Sightlines and seating shapes. What space does to a meeting Familiar vs. Unfamiliar spaces Creating different "domains" in a space	
Grab and Go Bag	Why have a grab-and-go bag What's in a grab-n-go bag Build your own bag	

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Foundation 2: Types of Meetings and Planning Techniques

Topic	Outcomes	Resources
Different Types of Meeting		
Designing for Brainstorming		
Designing for Working Meetings		
Designing for Resolution		
Designing for Team Building		
Planning Tools	Stickynote exercises, storyboards,	
Goals, Activities and Outcomes		

Foundation 3: People and Dynamics

Topic	Outcomes	Resources
Group Dynamics	Group Dynamics, Dealing with Difficult People, Mediating Conflict, Team Dynamics. Introverts vs. Extroverts. "I" Time.	
Dealing with Difficult People	Types of problem behaviours, interventions	
Mediating Conflict	Mediation skills, mediation tools, roadblocks	
Team Dynamics		
Introverts vs. Extroverts		

Foundation 4: Visuals and Virtual

Topic	Outcomes	Resources
Role of Visuals in Meetings		
Visual use of space		
Using visual capture		
Virtual meetings		
Using tools to collaborate		

Tools and Practice

Topic	Outcomes	Resources
Stakeholder Input		
Data Collection & Analysis		
SWOT & Root Cause		
Measuring Impact		
Flowcharting & BP Mapping		

Keep It Going

Topic	Outcomes	Resources
Ideation		
Decision Making and Consensus		
Strategic Planning		
Lessons Learned		
Maintaining your practice		

Continuing the Practice

Facilitator Alliance Bio-Sheets for each Facilitator

> Facilitation Style
> Meeting types
> Experience
> Availability

Facilitator CoP

> Monthly meeting
> Shadowing for help
> Triad coaching/mentoring

Resources

UW-Madison - [Facilitator's Toolkit](#) (pdf)

UW-Madison Continuing Ed - [Facilitating By Heart 5 session course](#)

The Skilled Facilitator: A Comprehensive Resource for Consultants, Facilitators, Managers, Trainers, and Coaches by Roger Schwarz

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