

Facilitators Toolbox

Elective

AUTHOR(S):	Asya Gribov
SUMMARY:	In this session, you will gain the tools to lead meaningful discussions, open with intentional ice breakers, maximize group collaboration, and meet the goals of the group. Be ready on the fly with these key tools in your back pocket. - <i>Submitted by Asya Gribov</i>
TOPIC(S):	Facilitation
LEARNING OBJECTIVE:	Participants will gain the tools to lead a workshop or facilitate a workshop.
AUDIENCE:	Staff, 10-30 people
TIMING:	60-90 minutes
APPENDICES:	N/A
MATERIALS NEEDED:	Large Sticky Boards Markers, Pen, Paper
SET-UP DETAILS:	Any place that can accommodate the desired number of participants.

SESSION TIMELINE & OUTLINE:

We have gathered here today to plan a workshop on how to facilitate a workshop- "facilitators toolbox" one might call it.

Ice Breaker: (15 min)

Place 1/2 of a puzzle piece under each chair.

When participants arrive, ask them to look under their chair and using their half of the piece find the matching piece.

In their new pairs, participants will discuss the following questions:

- What do you hope to learn in this session?
- When in camp might you be expected to facilitate or lead a workshop or program?
- Have you been to a terrible workshop? What was terrible about it?

World Café: (20 min)

Each pair will find another pair and work in small groups on answering the following prompts. Each group will have 1 question to answer for 5 minutes. Then the groups will rotate to another question adding on more information. Repeat until every group had answered each question.

- What qualities make a great facilitator?
- What information should be considered about the participants when leading a workshop?
- What were great/ effective tools or methodology you witnessed at a workshop?
- How do you know if the session or program was successful? (evaluation)
- Environment. What must be considered?

Final group with each question summarizes the information for the whole group.

We looked at the components of a workshop or program – facilitator, participants, methodology, and evaluation.

6 Hats: (20 min)

We have to plan a training on a facilitation toolbox.

Each group will work to design a workshop, and each participant will be wearing a different color hat.

Hand out colored hats to each participant.

Hats:

White: concentrate on the facts. what information and knowledge do you know about the situation?

What can you learn about the situation from this information? What info is missing?

Green: Think creatively.

Red: Emotional input of the discussion.

Black: Think pessimistically. Look for the flaws in the plan, find the obstacles!

Yellow: Think optimistically! Benefits!

Blue: Facilitator. Manage the conversation without judgment.

Reflections:

Reflecting on each of the methodologies that were used and what was left out.

Icebreaker:

What was the purpose?

World Café:

What was the purpose?

When should it be used? When shouldn't it be used?

6 Hats:

How was the discussion you had using the Six Hats different for your typical discussions?

How might it help you discuss di cult topics or make decisions?