

Facilitating Participatory Workshops

Start time	Time	Exercise	Who/ materials
		Introductions	
10am	10 mins	<ul style="list-style-type: none"> • Introduce self • Go round – names, where from, what want to get out of the workshop • Aims - to increase confidence and skills to facilitate dynamic and participative workshops • Agenda Check - deal with expectations we can't cover • Housekeeping - food, loos, first aid, fire exits 	agenda flip
10.10	5-10 min	People Bingo	bingo sheets
10.20	10 mins	<p>Group agreement - Introduce purpose as a facilitation tool and why use it in preference to groundrules</p> <ul style="list-style-type: none"> • Propose group agreement and ask for additions etc. <ul style="list-style-type: none"> • All voices heard • All opinions respected • Active agreement • Keeping to time • Confidentiality – what's said stays in the room • mobiles off • Parking Space • Handouts – on facilitation skills and factual content of workshops?? no need for notes unless you want to 	Proposed group agreement flip parking space flip handouts
10.30	20 mins	<p>Characteristics of good/bad workshop facilitation</p> <ul style="list-style-type: none"> • PAIRED LISTENING:- “You've all been to workshops. Talk about one that went particularly well or badly. Think specifically about what the facilitator did (or didn't do) that contributed to it being good or bad” - (3 min each) • Each pair feedback 1 or 2 thoughts to the group those that struck you as particularly interesting. • Write up on flipchart (10 min) <p><i>NB: could ask for a volunteer to scribe for us and then receive feedback – an exercise in active listening</i></p> <ul style="list-style-type: none"> • Summarise 	blank flip & pen
10.50	30 min	How We Learn	
	10 min	<ul style="list-style-type: none"> • what people remember through seeing, hearing, saying, doing • In pairs/3s match see, hear, see and hear, say & do post it notes to %s written on paper • Quickly summarise correct answer • explain there'll now be series of short presentations. 	post it's & paper answers on flip
11.00	5 min	<ul style="list-style-type: none"> • learning styles (visual, tactile, auditory) 	learn styles flip
11.05	15 min	<ul style="list-style-type: none"> • learning styles (activist, pragmatist, reflector, theorist) (5mins) • summarise: learning styles not mutually exclusive, we have a mix of all, but some may predominate, need to 	learn styles flips

		<p>use various exercises and aids to incorporate all the above, important to know our own style as facilitators (2mins)</p> <ul style="list-style-type: none"> • Q&A (5min) 	
11.20	15 min	Break	
11.35	20 min	Questioning skills	
		<p>Questioning skills</p> <ul style="list-style-type: none"> • Ask: in terms of working with groups, why is it better to ask a question than simply present the answer? • Explain the structure – <ul style="list-style-type: none"> • asking questions to elicit information (asking questions when you do know the answer) • <i>Lateral thinking puzzles</i> <ul style="list-style-type: none"> • pair up with a new partner, explain the rules and ask them to start • circulate and encourage, but also to challenge 'leading' questions • feedback – in pairs share thoughts – what made a good question? what strategies did you use when you hit a block? • small groups share learning with full group – list (<i>volunteer to write?</i>) <p>Summarise - how does what we've done apply to facilitating groups?</p>	lateral thinking puzzles
11.55	65 min	Facilitation Tools	
		<p>Core Facilitation Tools</p> <ul style="list-style-type: none"> • In 3-6 small groups – each group discusses then prepares a core meetings tool [<i>10 mins</i>] <ol style="list-style-type: none"> 1. Ideastorm – facilitate an ideastorm around access issues 2. Small groups – facilitate small group discussion with each small group taking one issue from ideastorm and looking for solutions 3. Go-round – facilitate a go-round of the small groups to get feedback on the solutions to the problems • Run each tool for 10 minutes [<i>30 mins</i>] • Debrief: <ul style="list-style-type: none"> • elicit feedback to the facilitators from the group <p>debrief the tools – when do they work? what are the elements of each tool that make it work? when don't they work so well? What learning styles do they suit best/not suit (<i>25min</i>)</p>	tool cards
1.00	10 min	Practice Preparation	
		<ul style="list-style-type: none"> • explain how practice session will work 	

		<ul style="list-style-type: none"> • ideastorm possible topics for RR workshop • pair up with co-facilitator • lunch 45 mins then one hour to prepare 20 minutes of a workshop session with the whole group 	
1.10	45 min	Lunch	
1.55	60 min	Practice Preparation	
		<p>Encourage pairs to find a space and plan their facilitation session</p> <ul style="list-style-type: none"> • Remind them re time they'll have, visual aids etc • Go round and check-in, answer Qs and give time warning • draw straws if necessary 	<p>tools cards blank flip & pens</p> <p>handouts</p>
2.55		Practice, Practice, Practice	
	35mins	<p>Practice Session 1</p> <ul style="list-style-type: none"> • First Pair Present (20 min) • Debrief (15 min) <p>Facilitators What did you do well? What did you do less well?</p> <p>Group/Observers</p> <ul style="list-style-type: none"> • What did the facilitators do well What could they have done better? Did you learn well from the session? If not, why not? Any other tools can think of for getting that information over? • Facilitator Add anything else not covered 	
3.30	5 min	Energiser whilst next facilitators prepare	
3.35	35min	<p>Practice Session 2</p> <ul style="list-style-type: none"> • Second Pair Present (20 min) • Debrief (15 min) • volunteer facilitators • Feedback from participants • Anything else from facilitators 	
4.10	5min	Energiser whilst next facilitators prepare	
4.15	35 min	<p>Practice Session 3</p> <ul style="list-style-type: none"> • Third Pair Present (20 min) • Debrief (15 min) • facilitators • participants • Anything else from facilitators 	
4.50	5 min	Trainers Gifts	Gift cards
4.55	5 min	<p>Evaluation</p> <p>Evaluation form or +/- shout out</p>	<p>Eval form</p> <p>+/- flip</p>
5pm		End Time	

Photocopying list

Group agreement handout
Checklist for planning a workshop
factual content handouts

Tools for Workshops & Meetings
Facilitating Workshops

Other stuff

flipchart paper

flip pens

blu tac

bulldog clips

masking tape

tools cards

watch