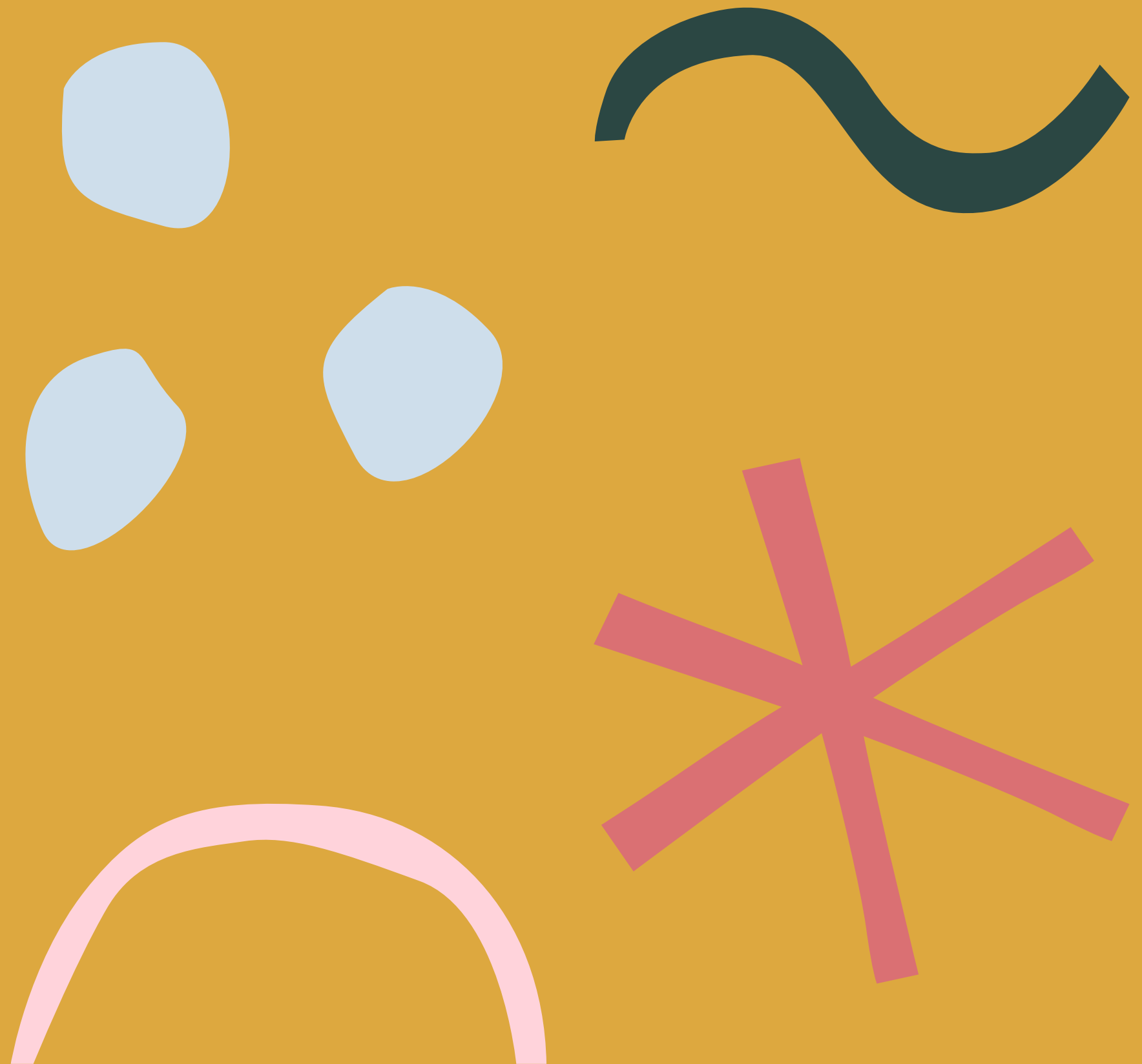




FACILITATION 101

Source: CHIRLA's Facilitation training

WHAT IS FACILITATION?



GOALS OF A FACILITATOR

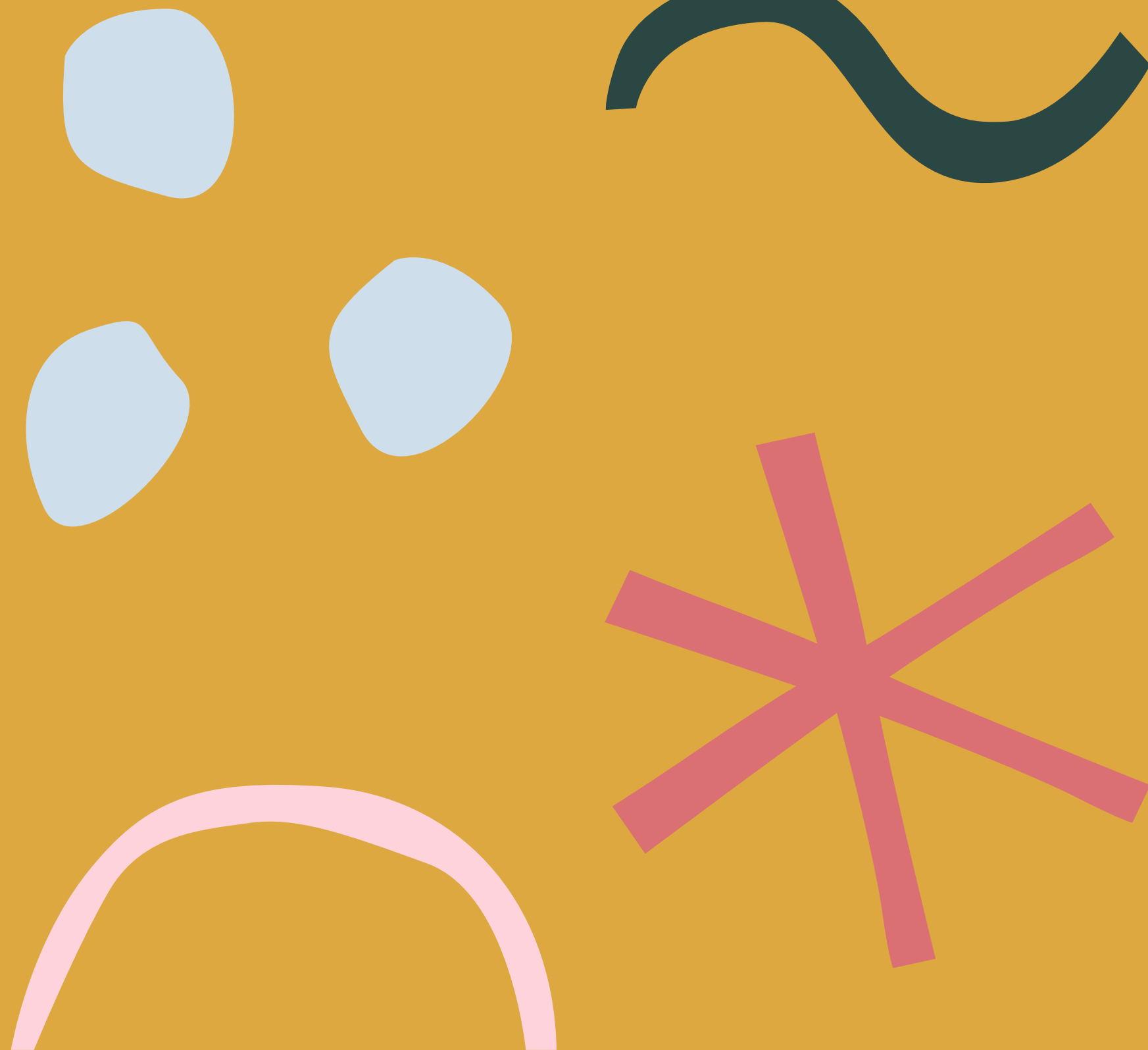
Leads a group discussion.

Facilitates the collective construction of understanding.

Conduct meetings in a respectful but firm manner while bringing order to the ideas that help us reach our objective.



**WHY DO WE
HAVE
MEETINGS?**





MEETINGS...

Help us to
educate each
other.

Serves to face
problems and
find a solution to
them through the
exchange of
ideas.



Helps us to recognize
the good ideas of the
members, awakens
and stimulates
mental activity and
allows us to plan
together a common
action.





ROLE OF FACILITATOR

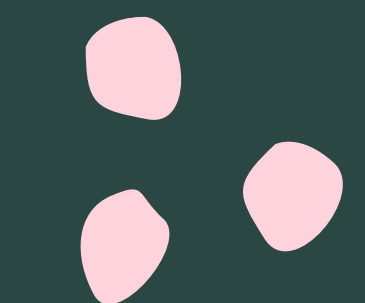
CLARIFY
the points of discussion.

INSTILL
confidence in shy members

HELP
the discussion and help
everyone express their
opinion.

MODERATE
those who talk too much.

KEEP
the discussion on the talking
points (stay on topic)



DIRECT
the discussion and help
everyone express their
opinion

HIGHLIGHT
the most precise and
clearest ideas in the
discussion.



A FACILITATOR DOES NOT....

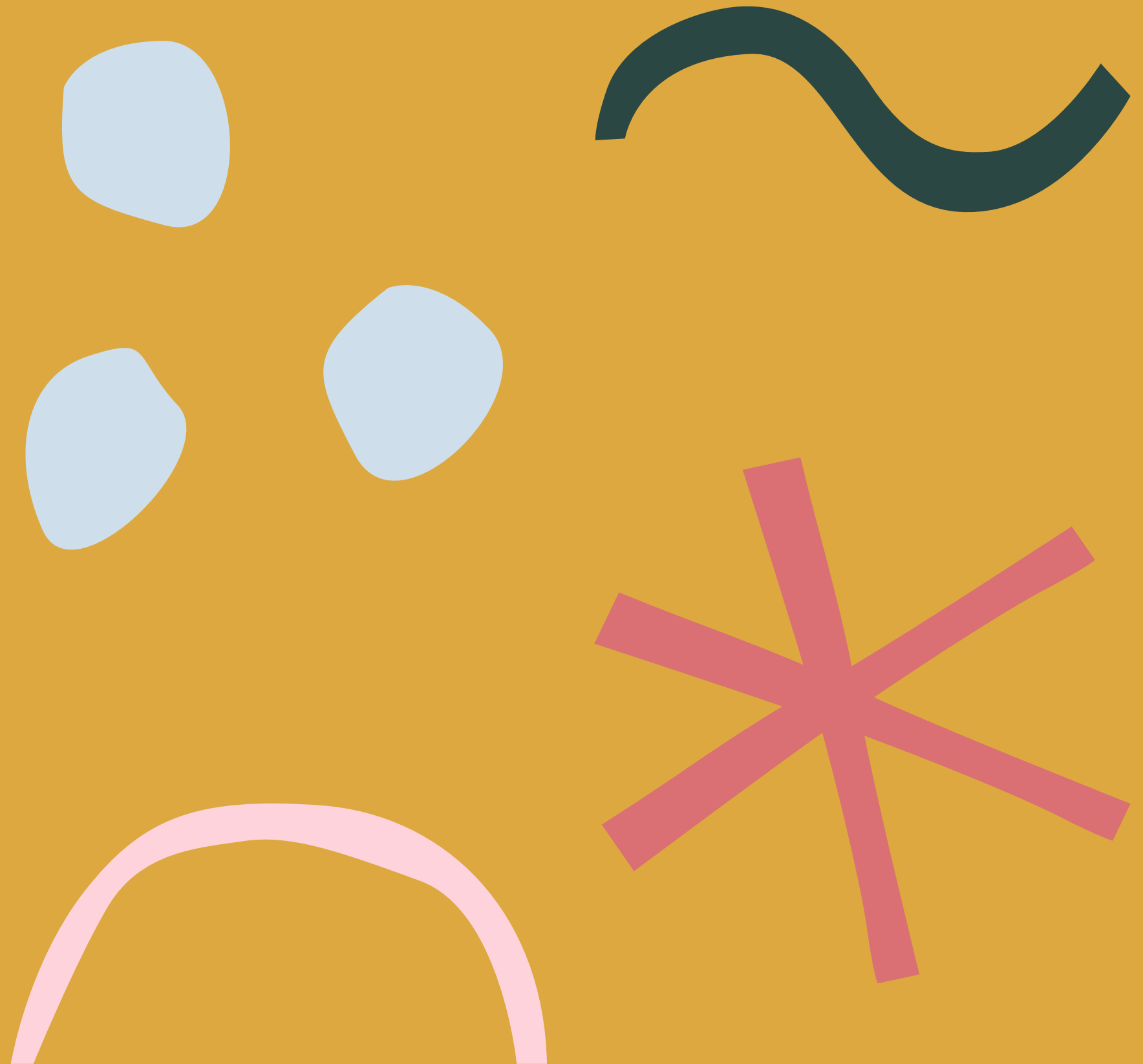
Does not
impose their
own opinion in
any case

Should not take
their role as if
they were more
intellectual than
the others.

Should not lose
patience with others.



THE ROLE OF MEETING MEMBERS



MEMBER ROLES...

to think



to give their
opinion

to understand

to understand others

to vote



MEMBERS SHOULD...

- Try to understand the issue facing the members.
- Examine the issue in question in all its aspects and under different points of view.
- Listen carefully. To understand, you have to listen.
- Ask questions when something is not understood.
- Be constructive in the discussion to find a solution.
- Know how to accept reasons. It is not a weakness to accept the arguments of others.

MEMBERS SHOULD NOT...

- Dwell on the minutiae of the issue: go to what is important, leaving aside what is not important, leaving aside what does not help to resolve the point of debate.
- Be stubborn or obstinate.



DEALING WITH DIFFICULT SITUATIONS

As a facilitator



Activity Credit: SOUL (School of Unity and Liberation)

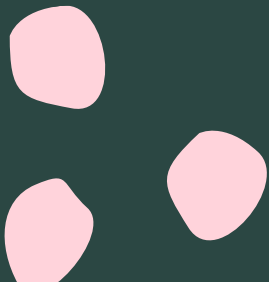


SITUATION 1:



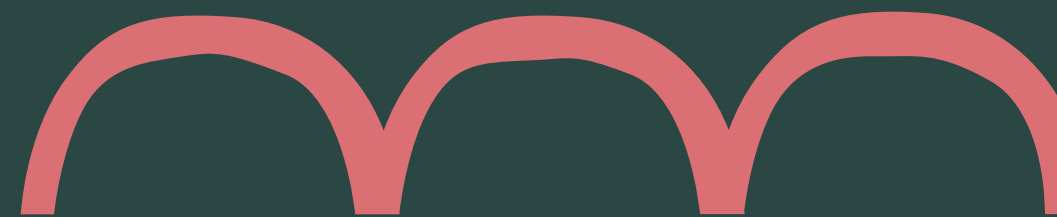
You are in the middle of facilitating a workshop. You have just made a really important point. You look up at the group and everyone looks confused. What do you do?

THINK. PAIR. SHARE!





WHAT TO DO:



Stop
Acknowledge it
Back up and go over it again

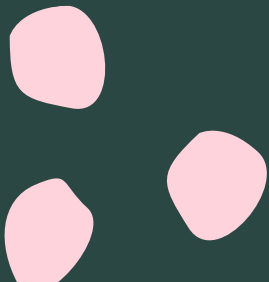




SITUATION 2:



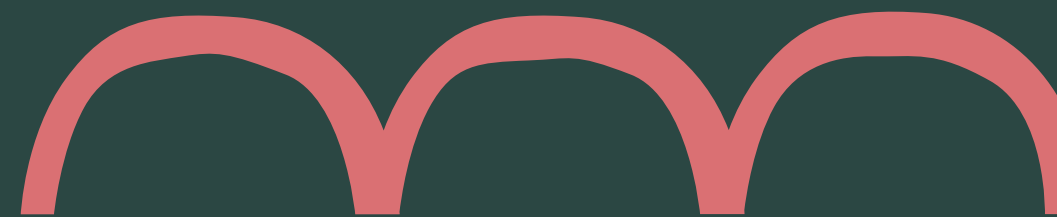
You are facilitating a workshop, and you are in the middle of discussing the legacy of racism in the United States. All of a sudden, your mind goes blank. You forgot what you just said, and you have no idea what you are supposed to say next. You are tight on time, and you know it. What do you do?



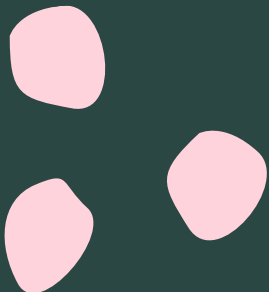
THINK. PAIR. SHARE!



WHAT TO DO:



Stop & explain that you are lost
Ask for a minute to regroup
Take the time you need

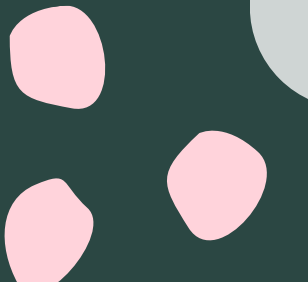




SITUATION 3:



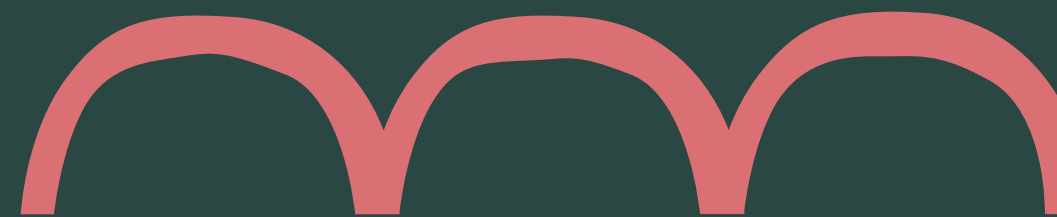
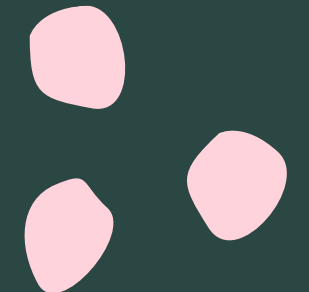
You are facilitating a workshop about injustice in school funding with a group of young people you work with. They're excited about the possibility of launching a campaign to fight for more resources for low-income schools. You're wrapping up the workshop when one student leader says, "I don't know why you guys are getting all excited. Things are never gonna change. There are always people who win and people who lose. I don't see the use in wasting my time trying to fight something that's gonna happen anyways." What do you do?



THINK. PAIR. SHARE!



WHAT TO DO:

- 
- Address it.
 - Open it up to the group.
 - Draw on historical examples of victories.
- 



THANK YOU!