Facilitation Skills Training

Team Planning Instructions

Session 1

**Facilitation Skills Training**

Session 1: Team Planning Guide

Welcome and thank you for joining the Session One training team of the Facilitation Training. Please use this checklist as a resource for your preparation, delivery, and follow-up for the session. It is up to the training team to decide how in-depth you go into each of the steps below based on your time and availability.

Generally, we recommend the training team spends some time on:

* **Establishing Our Team:** Making sure that the training team understands their roles and responsibilities for the session.
* **Playing the Game:** Making sure that the participants and the training team feel prepared the day of the session so that participants get the most out of the session.
* **Recapping:** Making sure that the appropriate follow-up occurs.

The checklist contains links to resources that may help you to address these areas.

Establishing Our Team:

Schedule and Have the Training Team Planning Meeting

*Approximately: 1 hour*

**During this meeting you can exchange information on:**

* Your experience with the session:
  + Have you facilitated this session before? When? How did it go?
  + What did you learn that you can apply to this current session?
* The details you know about the upcoming session (time, number of participants, etc.)

**Note:**

Ensure that a **full 2 hours** are reserved for this session and that **no more than 12 participants** attend it. Facilitators will need 2 hours to cover all agenda items thoroughly and a smaller group size will allow all participants to be engaged. This is key to the success of the session!

**You may also want to review the training guide to answer:**

* Who will facilitate the various parts of the session and take on the behind-the-scenes roles to support the session?
* Who is expected to send invitations to the participants and make sure they have the information/links needed to join the session?
* Who is expected to attend the session dry-run and when will the dry run occur (See section on the ***Dry Run*** below)?
* What resources should we review ahead of time?
  + This video is a good overview of the roles facilitators may play. ([**https://www.youtube.com/watch?v=UDLGjKBHSXg**](https://www.youtube.com/watch?v=UDLGjKBHSXg)).

It emphasizes that the facilitator role is that of architect, pilot, and guide. In this course, we will focus most on the guide aspect.

* + These videos are a good background for the key facilitation skills (especially for asking questions) [**https://www.youtube.com/watch?v=LeKOH\_vMvjA**](https://www.youtube.com/watch?v=LeKOH_vMvjA)[**https://www.youtube.com/watch?v=\_gjeTDH4XjU**](https://www.youtube.com/watch?v=_gjeTDH4XjU)
  + These videos show examples of paraphrasing: [**https://www.youtube.com/watch?v=BjUCF\_Z146c**](https://www.youtube.com/watch?v=BjUCF_Z146c) or [**https://www.youtube.com/watch?v=JGMGXtfAX7U**](https://www.youtube.com/watch?v=JGMGXtfAX7U)

Establishing Our Team:

Have the Session Dry-Run

*Approximately: 45 minutes*

The Dry-Run is a time to walk through the [Training Guide](https://docs.google.com/document/d/1xyEdF1AOfJEPUnoZ0voyaCMpGFmnSJcK6F1OryLuoqI/edit), [PowerPoint (PPT) Slides](https://docs.google.com/presentation/d/15jHqjAtnu_bITv3bPB7bbKT6DvDI_Rs2/edit#slide=id.p1) and the [Participant Resource](https://docs.google.com/document/d/1NDXXRCU9zWphae9GDyKjcC_7M-mgmqtnZh6gEdIl8Cw/edit) to ensure all trainers are clear on their roles and responsibilities throughout the session.

**During the dry-run, you are encouraged to:**

* Confirm the timing and flow of the session.
* Confirm training roles: During the first planning meeting, you decided who will facilitate the various parts of the session. The dry run is an opportunity to answer any questions trainers have about their portions or even practice what they will say.
* Confirm supporting roles for the session such as advancing the PPT, putting links in the chat and minding the chat box for comments or questions.
* Agree on who will make edits to your copy of the **Training Guide** and **PPT Slides** to add the names of the facilitation team members and the date.
* Agree to any minor adjustments (if any) that may need to be made to the **Training Guide** or **Slides** given what you know about the participants (and agree on who will make those changes).
* Agree on the arrival/log-on time for the session. Our suggestion is for the training team to arrive/log-on 15 minutes prior to the session start time.
* Agree on the behind-the-scenes communication channel that you will use. This helps the trainers make decisions and share information while in the session without the knowledge of the participants. It is especially helpful for unexpected events. This could be a WhatsApp group, a group text, etc.

Playing the Game:

Facilitate the Session

*Approximately 2.5 hours total: 2 hours for the session along with 15 minutes of preparation before and 15 minutes of debrief after*

* **The Trainers Guide**

([Special Olympics: Facilitation Training Session One Training Guide](https://docs.google.com/document/d/1xyEdF1AOfJEPUnoZ0voyaCMpGFmnSJcK6F1OryLuoqI/edit)) offers details on the content, flow, and timing of the session. It offers suggestions for how you can phrase what you say, but please remember these are only suggestions and you should communicate in a way that is most authentic for you.

* **The session PPT Slides**

([Special Olympics Facilitation Training Session 1 PPT v 1-15-23.pptx](https://docs.google.com/presentation/d/15jHqjAtnu_bITv3bPB7bbKT6DvDI_Rs2/edit#slide=id.p1)) are meant to be supportive of the content you are sharing.

* **The Participant Resource**

([Special Olympics Facilitation Training Participant Resource](https://docs.google.com/document/d/1NDXXRCU9zWphae9GDyKjcC_7M-mgmqtnZh6gEdIl8Cw/edit)) helps the participants follow-along, take notes or capture their ideas during the training and have something to reference once the training is complete. Encourage them to download the editable PDF to save a copy for their use.

|  |
| --- |
| **Friendly Reminder:**  No training team should feel pressure to be experts in facilitation. We recommend that you approach the session with humility and a partnership model to continue learning, reflecting, modifying actions, and sharing learning between the trainers and the participants. You can be honest and willing to share the challenges faced as you grow in facilitation. In this way, everyone is learning together.  In addition, the training guide provides flexible guidance. You do not need to follow it word-for-word. There is no perfect way to facilitate this session. Make it your own utilizing what you think will make the session work best for you and the participants. |

Recapping:

Encourage Follow-Up Messages to Participants

We recommend that you follow-up (in email or in conversation) with participants after the session to remind them of the resources available to them to continue growing and practicing their facilitation skills. Ensure that you remind them of the Unified Leadership co-facilitation opportunities as well as others.

**You can encourage them to take Session 2 of the training that focuses on:**

* Knowing when to share your stories to help connect and engage with participants.
* Identifying facilitation areas to practice.

There is a self-guided resource for the Facilitation Training Session 2 that participants can use in lieu of or as a supplement to the Session 2 live Training. That resource is meant to take the participant and their mentor through the key content of the training and guide them through applying it to their individual situation. You can find the self-guided resource here ([Special Olympics Facilitation Training Self-Paced Guide - Session Two.pdf](https://drive.google.com/file/d/1wSOvNGym9YYM_0CGpzEHxNW07OGYi_m0/view?usp=share_link)).