

## **STAFF DEVELOPMENT COMPONENT INFORMATION**

**COMPONENT TITLE:** A Guide to Facilitation Skills

**IDENTIFIER NUMBER:** 8507002

**MAXIMUM POINTS:** 60

### **GENERAL OBJECTIVE:**

This component is designed to guide participants in developing and applying effective facilitation skills. Participants will learn how to design sessions, plan for facilitation, solve problems, work with conflict and help groups collaborate in order to improve the group's process.

### **SPECIFIC OBJECTIVES:**

Within the duration of this component participants will:

1. identify the characteristics of a successful facilitator.
2. demonstrate an understanding of the role of a facilitator.
3. demonstrate an understanding of different types of facilitation.
4. specify the difference between process and content.
5. identify when to use various facilitation techniques.
6. identify what type of facilitation to use in specific situations.
7. identify various process facilitation techniques such as brainstorming, constructive response, consensus, guided discussion, survey feedback, etc.
8. employ strategies to prevent disruptive participant behaviors.
9. demonstrate the skill of facilitating conflict
10. demonstrate an understanding of how to handle different types of disruptive behavior.
11. ensure proper group interactions.
12. demonstrate the ability to use the problem solving process to achieve group goals.
13. demonstrate an understanding of proper session design
14. identify facilitation supplies and equipment that may be needed.
15. demonstrate an understanding of how room set up facilitates optimal communication.
16. demonstrate an understanding of how new technologies can guide a group.
17. demonstrate the skill of creating an agenda, ice breakers, group norms and closing a session.
18. recognize and avoid behaviors that will violate the integrity of the group.
19. demonstrate an understanding of various questions to facilitate groups.
20. demonstrate the ability to use non-judgmental feedback.

## **PROCEDURES:**

Participants will:

1. participate in a staff development related to effective facilitation skills.
2. use role play and simulation activities to demonstrate understanding of facilitation skills
3. discuss facilitation issues that lead participants to collaborate, analyze and prioritize concerns related to their content
4. read and discuss research on facilitation skills.
5. promote the use of various facilitation techniques.
6. disseminate information related to facilitation skills for discussion.
7. share best practices among colleagues regarding facilitation skills
8. reflect in oral and written forms on facilitation skills

## **FOLLOW-UP ACTIVITIES:**

Participants will do the following to document implementation:

1. complete written reflection or documentation log verifying the use of facilitation skills.
2. model &/or demonstrate newly acquired techniques/skills with peers and document. Documentation may include video, peer conference notes and simulations.

## **EVALUATION OF PARTICIPANTS:**

Participants must demonstrate mastery of the component objectives. This can be evidenced by a written test, performance test or observations of the trainer.

The participants will demonstrate mastery of specific objectives as indicated by valid measures of performance as required in Florida Statute 231.508 (1) .

## **COMPONENT EVALUATION:**

Participants and instructors will assess the degree to which the activities addressed the specific objectives and will make recommendations for revisions through a component evaluation.