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AND JUSTICE FOR ALL

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mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442;

email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en

www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

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correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.



The Power of FACULTATION





WELCOME

Power of Facilitation



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INTRODUCTIONS *Let's get started!*

Stand up or Hand up if...

In your experience, what makes or breaks a meeting?

Write and bring up:

What could help make this meeting today a good one for you?



POWER

...to be able to

GREAT LAKES LEADERSHIP ACADEMY *The Power of FACILITATION*

POWER is to _____ **FACILITE** is to _____

Facilitation helps _____ and _____ achieve _____

EXPERTS

- Focus on _____
- Called in for _____
- May look like _____
- Knowledge is _____
- Helpful when _____
- Responsible for _____
- Experienced as Power _____

FACILITATORS

- Focus on _____
- Called in for _____
- May look like _____
- Knowledge is _____
- Helpful when _____
- Responsible to _____
- Experienced as Power _____

MICHIGAN STATE UNIVERSITY Extension

FACILITATE

Make things easier





The Power of FACILITATION

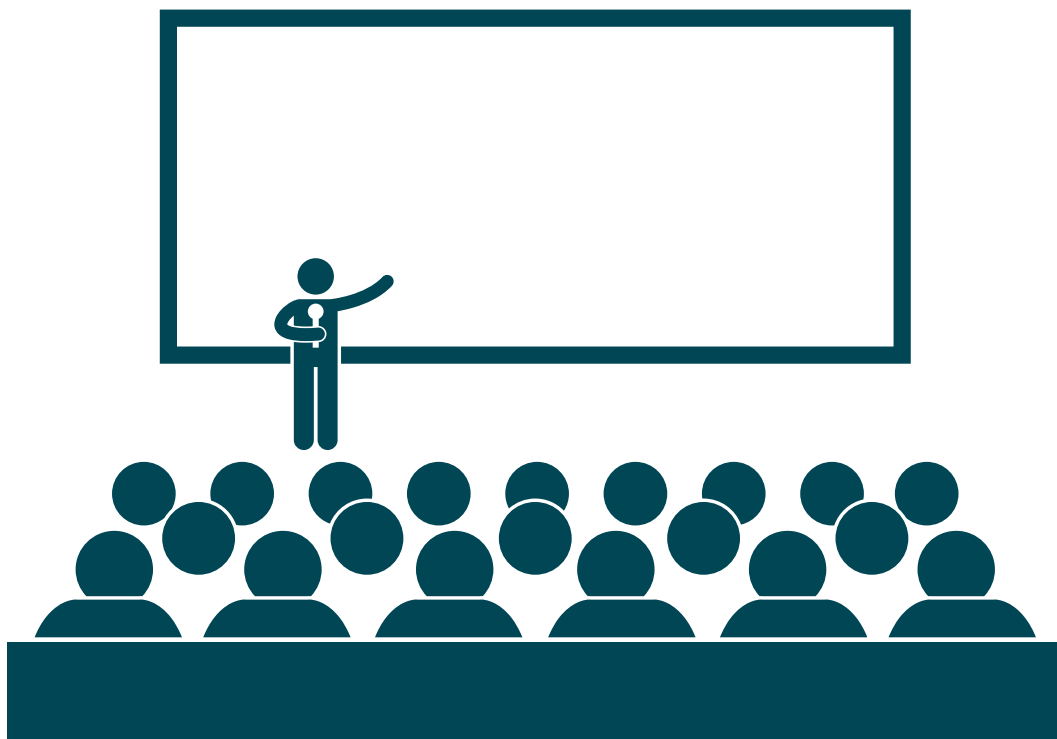
Help you (and others) achieve purpose
and effect change, more easily.





EXPERT

has comprehensive and authoritative knowledge of or skill in a particular area.



FACILITATOR

helps a group achieve a goal by guiding them through a structured process.



ACTIVITY

Instructions

Discuss your group's card and put into your own words.

One person bring up and add to wall.

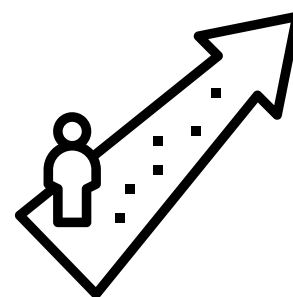
Choose a character. Are they more "Expert" or "Facilitator"?

Map it on the Quadrant Diagram based on your discussion.



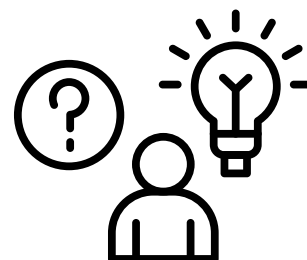
KEY SKILLS of Powerful Facilitators

INTENTIONALITY



Meeting Purpose and Roles

OPENNESS



Believe in the wisdom of the group. Ask questions you don't know the answer to.

LISTENING



Pause

Reflect

Affirm participation rather than content

KEY SKILLS OF POWERFUL FACILITATORS

Intentionality Upcoming meeting: _____
Main purpose for the meeting is: _____
My role: _____ Others' role: _____

Openness Plan questions that are open. (Tips: use what or how. Ask what you don't already know the answer to)


Listening
Pause Reflect Back Affirm Participation


PERSONAL REFLECTION & NEXT STEPS
Learning to facilitate and practicing it in my role could _____
And _____ for me.
To get started, I could _____ for others.
In the next 90 days, I will _____




REFLECTION & Next Steps

KEY SKILLS OF POWERFUL FACILITATORS

 **Intentionality** Upcoming meeting: _____
Main purpose for the meeting is: _____
My role: _____ Others' role: _____

 **Openness** Plan questions that are open. (Tips: use what or how. Ask what you don't already know the answer to)

 **Listening**

Pause Reflect Back Affirm Participation

PERSONAL REFLECTION & NEXT STEPS

Learning to facilitate and practicing it in my role could _____ for me.

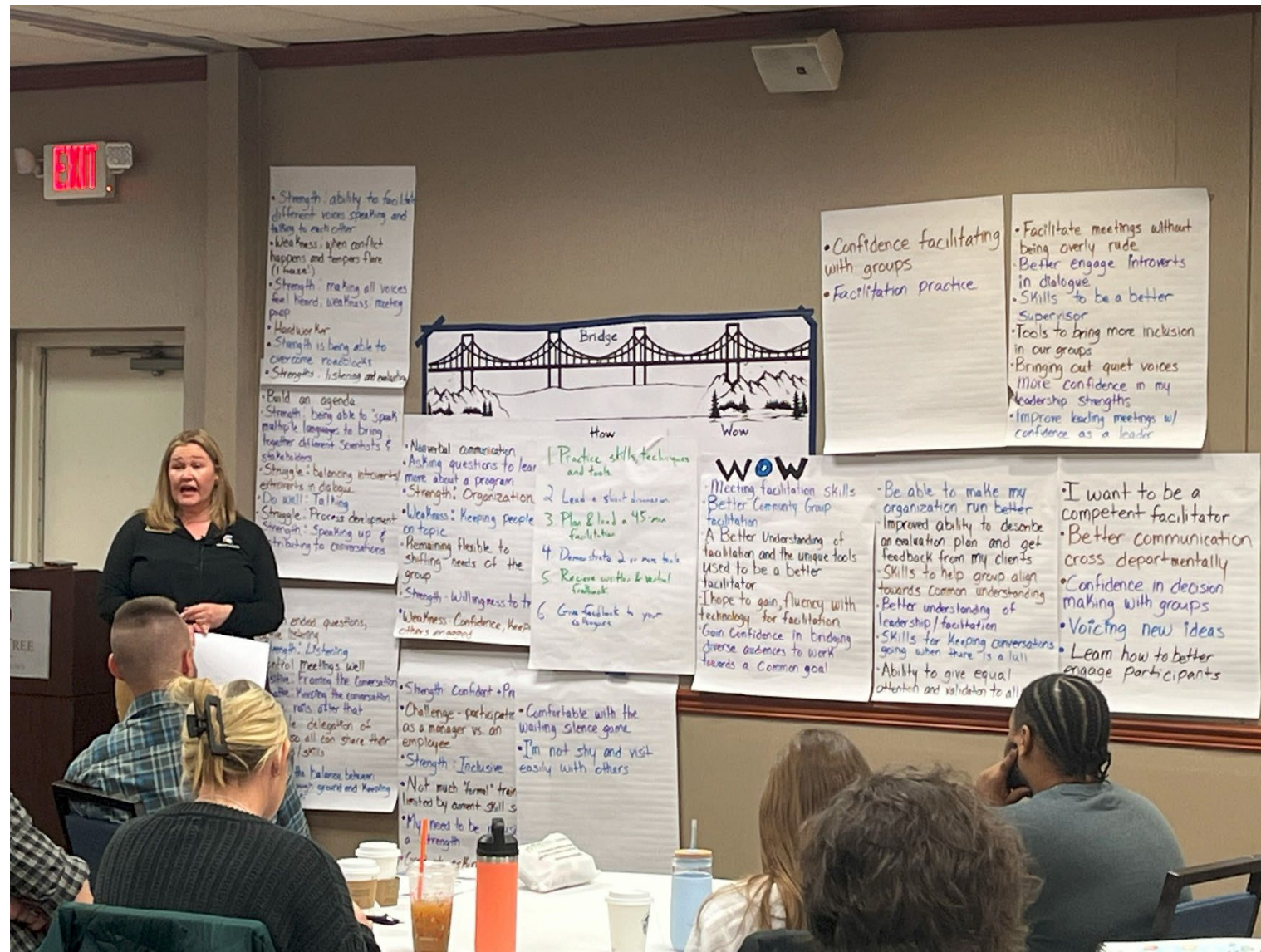
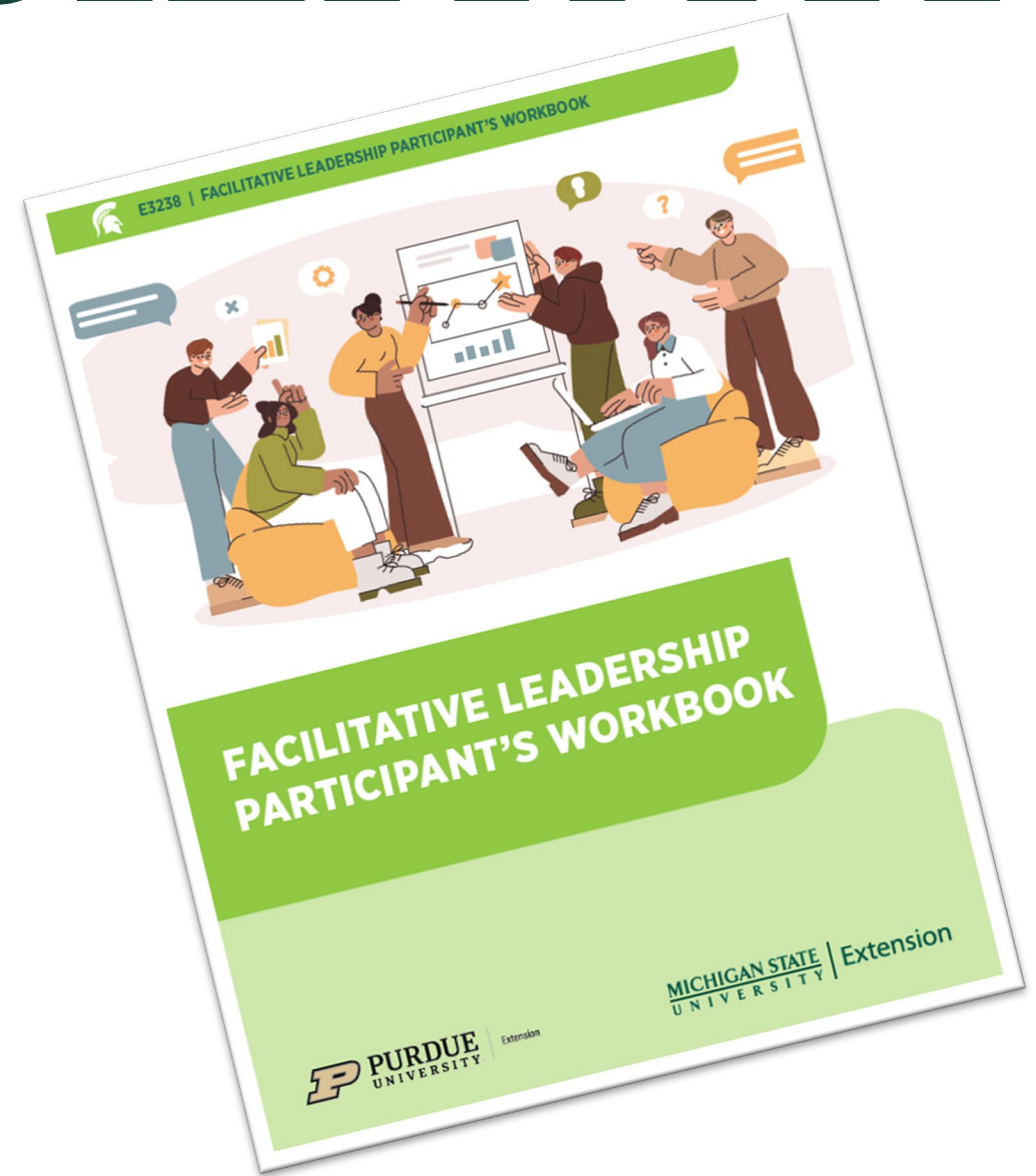
And _____ for others.

To get started, I could _____

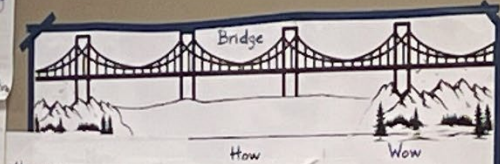
In the next 90 days, I will _____



FACILITATIVE LEADERSHIP



- Strength: ability to facilitate different voices speaking and listening to each other
- Idea Process: when conflict happens and tempers flare (I have)
- Strength: making all voices feel heard, less passive meeting
- Moderator Role
- Strength: being able to speak multiple languages to bring together different "scents" of stakeholders
- Strength: balancing extroverted extroverts in dialogue
- Do well: Talking
- Struggle: Process development
- Strength: Speaking up & contributing to conversations



- Confidence facilitating with groups
- Facilitation practice

- Facilitate meetings without being overly rude
- Better engage introverts in dialogue
- Skills to be a better supervisor
- Tools to bring more inclusion in our groups
- Bringing out quiet voices
- More confidence in my leadership strengths
- Improve leading meetings w/ confidence as a leader

- WOW**
- 1. Practice skills, techniques and tools
 - 2. Lead a short discussion
 - 3. Play & lead a 45 min facilitator
 - 4. Demonstrate a 2 min bit
 - 5. Receive written & verbal feedback
 - 6. Give feedback to your colleagues

- Meeting facilitation skills
- Better Community Group facilitation
- A Better Understanding of facilitation and the unique tools used to be a better facilitator
- I hope to gain fluency with technology for facilitation
- Gain Confidence in bridging diverse audiences to work towards a common goal

- Be able to make my organization run better
- Improved ability to describe an action plan and get feedback from my clients
- Skills to help group align towards common understanding
- Better understanding of leadership/facilitation
- Skills for keeping conversations going when there is a lull
- Ability to give equal attention and validation to all

- Neutral communication
- Asking questions to learn more about a program
- Strength: Organization
- Weakness: Keeping people on topic
- Remaining flexible to shifting needs of the group
- Strength: Willingness to try
- Weakness: Confidence, needs others approval
- Strength: Confident + Pro
- Challenge: participate as a manager vs. an employee
- Strength: Inclusive
- Balance between guard and keeping
- Not much formal training limited by current skill set
- My need to be a strength

- Comfortable with the waiting silence game
- I'm not shy and visit easily with others

- I want to be a competent facilitator
- Better communication cross departmentally
- Confidence in decision making with groups
- Voicing new ideas
- Learn how to better engage participants