

## Facilitator Training ~ Hartford Public Library

**Wednesday, April 24, 2013**

**5:30 pm – 7:30 pm**

Time	Activity	Trainer Task	Materials
5:40 p.m. <b>MRB &amp; PS</b>	Welcome/Review of Agenda/Who we are	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Overview of agenda</li> <li>• Our introductions</li> </ul>	
5:55 p.m. <b>MRB</b>	Ground rules	<ul style="list-style-type: none"> <li>• Discuss these are ground rules for today but also how they will be set up on May 4 – what will make this session productive for us and help us work well together? How can we make sure that everyone gets a voice?</li> <li>• Give list of possible ground rules               <ol style="list-style-type: none"> <li>1. Every voice is equal.</li> <li>2. Listen to one another. Treat each other with respect.</li> <li>3. Each person gets a chance to talk.</li> <li>4. One person talks at a time. Don't cut people off.</li> <li>5. Speak for yourself. Don't try to speak for "your group."</li> <li>6. It's OK to disagree. If you feel upset, say so and say why.</li> <li>7. If you talk about people who are not here, don't say their names.</li> <li>8. Some of the things we talk about will be very personal. We will not tell these stories to other people, unless we all say it is OK.</li> </ol> </li> <li>• Ask for any additions</li> <li>• Debrief process, how do these help the conversation</li> </ul>	Agenda on newsprint pad Markers Sample ground rules in facilitator packet
6:05pm <b>PS</b>	Getting to know each other activity	<p>Using the card and markers we have provided, please: <b>(5 minutes)</b></p> <ul style="list-style-type: none"> <li>○ Fold the card and print your name in large letters in the middle of the card. If you prefer, please feel free to write your name in your native language.</li> <li>○ In one corner of the card, draw a picture of the people in your family. (However you define your family.) It's OK if you don't think you draw very well. Most of us are probably like you when it comes to this!</li> <li>○ In another corner, draw a picture of something you like to do.</li> </ul> <p>Next, we will go around our circle and share our responses with others in our group. (if a large group – share in groups of 3) <b>(10 minutes)</b></p>	8.5 X 11 card stock Flip chart Markers PS & MRB cards completed

<p><b>MRB</b></p>		<p><b>Follow-up Questions: (15 minutes)</b></p> <ol style="list-style-type: none"> <li>1. What are some of the things we have in common? What are some of the big differences?</li> <li>2. Why are you here today? What made you decide to come?</li> <li>3. What facilitation skills did you see Pat use? What is the role of a facilitator? – <i>flip chart these</i></li> </ol>	
<p>6:35pm <b>MRB</b></p>	<p>Active listening exercise</p>	<ul style="list-style-type: none"> <li>• Ask people what they see as good listening skills</li> <li>• Person A talks for 2 minutes while Person B practices active listening – what skills do you have that will help you facilitate? What might be hard for you?</li> <li>• Person B summarizes what person A said 1 minute</li> <li>• Then person B talks for 2 minutes</li> <li>• <b>Debrief</b> (5 minutes)</li> </ul>	
<p>6:50 p.m. <b>PS</b></p>	<p>Personal asset activity</p>	<p>Give people the following instructions. They should take no more than five minutes to complete step #1. Remind them to switch roles after 2 minutes.</p> <ol style="list-style-type: none"> <li>1. Turn to the person next to you and talk about your skills. After you talk about your skills, draw a picture or write each one down on sticky note. (Include only one skill per sticky note.)</li> <li>2. Go around the circle and describe <b>one</b> of the skills that the person you paired with told you about. (Keep it to only one skill so that we don't run out of time.) (10 minutes)</li> </ol> <p><b>Part 3: What does this mean for all of us and our neighborhood?</b> (10 minutes)</p> <ul style="list-style-type: none"> <li>○ In last November's "Welcoming Event" people made a list of things that concern them about our neighborhoods. They also made a list of things they viewed as neighborhood strengths.</li> <li>○ On the flip side of the "Examples of skills" handout there are a few examples of things that people were most interested in working on, such as: <ul style="list-style-type: none"> <li>-- A Safer Neighborhood</li> <li>-- Diverse Small Businesses</li> <li>-- More Opportunities to Learn, such as ESL Classes and After-School Programs</li> <li>-- Neighborhood Spirit and Pride</li> </ul> </li> <li>○ Given the types of skills and interests we just now identified in our group, what are some examples of things we could do together to improve our neighborhood?</li> </ul> <p><b>Debrief (10 minutes)</b></p> <ul style="list-style-type: none"> <li>○ How would you draw out different voices during this</li> </ul>	<p>Flipchart, markers, list of example skills, sticky notes</p>
<p><b>MRB</b></p>			

		<p>discussion?</p> <ul style="list-style-type: none"> <li>○ How would you think about interpretation?</li> </ul>	
<p>7:20 p.m. <b>MRB</b></p>	<p>Discussion on interpretation and note taking</p>	<p>A few points to remember about interpretation – speak slowly, be aware of the interpretation and make the group aware of it, take breaks Note taking – choose someone to take notes for you</p>	
<p>7:25 p.m. <b>PS</b></p>	<p>Overview of May 4<sup>th</sup> agenda, role for facilitators</p>	<p>Pat will describe the role of the facilitator for the overall day and go over the agenda for the May 4<sup>th</sup> event.</p>	
<p>7:30pm <b>MRB</b></p>	<p>Questions</p>	<p>What unanswered questions do you have about how the day will go?</p>	