

STRENGTHENING YOUR FACILITATION SKILLS

Community groups are expected to produce results.

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Group leaders know quickly they need more skills.

Being in a leadership role that involves facilitation is not easy.

COOPERATIVE EXTENSION HAS THE FORMULA FOR SUCCESS.

LEVEL 1 CURRICULUM

a five-lesson training series designed to teach citizens to effectively and efficiently lead community groups



Cooperative Extension is positioned to help community members become engaged citizens. Training provides skills and knowledge for community members to work more effectively with local committees and groups, resulting in increased citizen participation to address community issues and aspirations.

“The facilitation training is better preparing our new Extension educators to handle meetings, lead groups and teach.”
— Washington State University Extension

COMMUNITIES NEED LEADERS WHO CAN FACILITATE

- when topics are controversial or there are deep divisions
- when it is important for all members to participate
- when the group is stuck and cannot seem to move
- when members of the group are disruptive
- when the group is committed to working together toward a common objective, but the means to achieve the objective have not been determined
- when major decision-making needs to happen with group

RESULTS

Participants say they implement core facilitation skills and have increased skill and competency development such as:

- **invest** more time in meeting preparation
- **contract** with groups, set working agreements and clarify the purpose of the meeting
- **participate** more and communicate better between group members
- **diverge** less from tasks
- **increase** meeting efficiency, resulting in appropriate and useful outcomes



“I think that enough people have sat at really poorly run meetings, that they might not know why or how it happened, but they recognize a productive meeting. My goal is to run meetings and have the meeting moving along. I do not have to be aggressive or obvious. People don't even realize I'm running it. That is perfect.” Community Member, Belfast, Maine

CURRICULUM OBJECTIVES

- **Learn** core facilitation competencies
- **Observe** facilitation challenges, such as constant change, competing priorities, changing team members, limited time and carefully guarded resources
- **Practice** skills in an experiential setting and receive feedback in a safe environment
- **Commit** to build community capacity by volunteering facilitation skills to a community group or organization

“The curriculum is fast paced yet allows time for thoughtful reflection. It is very hands-on providing lots of time for practice in a safe supportive environment.” — University of Vermont

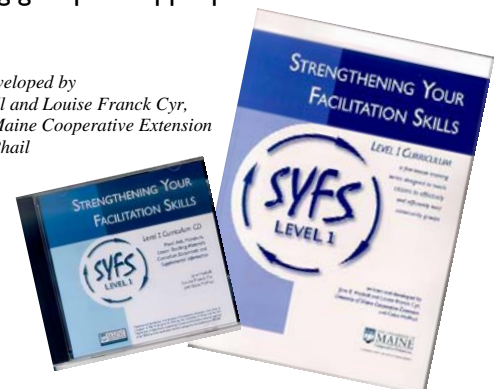
TRAINING USES FOUNDATIONAL FACILITATOR COMPETENCIES

Developed by the International Association of Facilitators (IAF) six competencies form the basic set of skills, knowledge and behaviors that any facilitator must have to be successful in a variety of settings.

We focus on:

- Planning appropriate group process
- Creating and sustaining a participatory environment
- Guiding groups to appropriate and useful outcomes

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