



# FACILITATOR

## BEFORE DINNER

<input type="checkbox"/>	Download and read <b>Facilitator's Guide</b>	NOTES:
<input type="checkbox"/>	Download and read <i>A Global Dinner Party</i> menu for conversation	
<input type="checkbox"/>	Get a timer	

## DURING DINNER

<input type="checkbox"/>	Introduce yourself to guests	NOTES: <ul style="list-style-type: none"> <li>• Use out-going personalities to get the discussion rolling, and make room for the quiet ones.</li> <li>• Practice questioning, not telling</li> <li>• Listen for, and encourage, authenticity</li> </ul>
<input type="checkbox"/>	Before first course is served, welcome people to <b>A Global Dinner Party</b> . Read introduction and objectives for the evening, and review structure of the conversation (provided in <b>Facilitator's Guide</b> )	
<input type="checkbox"/>	Introduce the timer and the monitor. Explain the monitor's function, and how the cards will be used	
<input type="checkbox"/>	When you hear something that is moving to you, something that you think may be a good point for the group to discuss, ask the person speaking to say more (go deeper with their comment).	

## AFTER DINNER

<input type="checkbox"/>	Complete online <b>GDP</b> questionnaire	NOTES:
<input type="checkbox"/>		
<input type="checkbox"/>		



## Knowledge of Self (personal qualities)

- **Tolerance for ambiguity**
  - Accepting of others, hold others with unconditional regard
  - Authentic, congruent, honest ... e.g. walks his/her talk
  - Caring, compassionate
  - Charismatic (How? When is this appropriate?)
- **Conceptual and systemic thinking (able to put it all together)**
  - Concern for quality (and able to describe it)
  - Empathetic (ability to see the situation as the other sees it)
  - Flexibility, versatility, (ability to switch gears at the last moment)
- **Inspirational**
  - Objective/neutral (no vested interest in one solution over another)
  - Open to self-growth
  - Self knowledge and awareness (strengths, weaknesses, ego, impact on others)
- **Sense of when to stay quiet**

## Knowledge Base (knows/skilled in...)

- Adult learning principles
- Communication styles
- Learning styles
- Cultural competency
- Group and interpersonal dynamics
- Group facilitation
- Knowledge of/assessment of audience
- Subject/content matter expertise
- Teaching/training

## Facilitation Skills

- Active, effective listener
- Encourage open communication
- Feedback skills
- Attentive to when participants are/aren't "walking the talk"
- **Questioning (as opposed to telling) skills**
  - asking questions that will lead to insight
  - asking provocative questions
  - using problems, questions, tools and other means to stir the mind and body to learn
  - not providing all answers to the participants
- **Clarify experiences for additional insights**
- Create or nurture constructive conflict or "creative abrasion"
  - Focus -- keeping the discussion on track

**PUSH**



- Listen from a non-judgmental place
- Listen for understanding and context
- Maximize gaining of knowledge and skill in the time available
- Observation skills
  - notices patterns in group interaction and brings it up to the group for exploration.
  - notices what is NOT said as well as what is
  - organization skills
  - observes and listens for opportunities and actualities of learning
- Pacing skills --change the level of the discussion at the appropriate time (from brainstorming to evaluation to decision to action planning, or from thinking to feeling)
- Presentation skills
- Problem solving
- Ability to extract positive outcomes from difficult situations
- Read not only individuals, but also interaction between individuals, and the subtleties of group
- Resume/restart groups
- Steer the group in a positive direction
- Writing skills