





Workshop-Moderation (Facilitator Training)

Details im Word-Dokument WS_Mod_Handbook.doc

¹ LV: Projektmanagement, SS2001, Dr. M. Koch


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Program “Ground Rules”

- You are responsible for our (the group’s) success in this program.
- It is o.k. to enjoy yourself.
- All points of view are welcome.
- Be present and timely.
- What is said here remains here.
- Be “constructively challenging” to your colleagues.

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Definition of Facilitation

- Assist a group in completing one or more tasks:
 - Helping to clarify the group's goals and objectives.
 - Designing a group process for achieving those goals and objectives.
 - Leading the group through the process to create an end product.

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Definition for Facilitation

- Think...What does facilitation mean to me?
 - My role within the group?
 - Work I expect to do to plan and prepare for the session?
 - My style for running the session?
 - Post-session responsibilities I will be expected to perform?

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Four Guiding Principles for Facilitators

- Remain neutral at all times.
- Focus on process, not content.
- Remember at all times that the group is the expert.
- Never do anything the group can do for itself.

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The Facilitator's Role Changes as the Group Matures


TIME AND LEVEL OF ACTIVITY ↑		Stage 4: Full Productivity		TIME AND LEVEL OF ACTIVITY ↑
		Stage 3: Cohesion		
		Stage 2: Dialogue/Discussion		
		Stage 1: Start-Up		
	FACILITATOR		GROUP	FC.03


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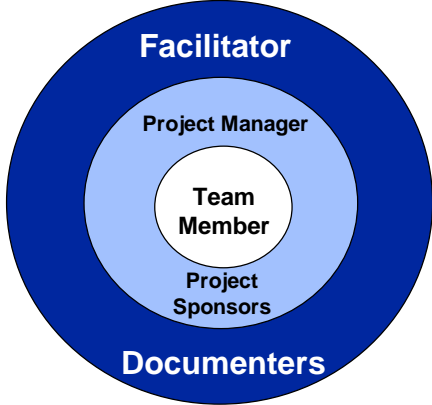
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 **Consensus**

- A collective opinion arrived at by a group of individuals working together under conditions that permit open and supportive communication so that everyone in the group feels he/she had a fair chance to influence the decision.

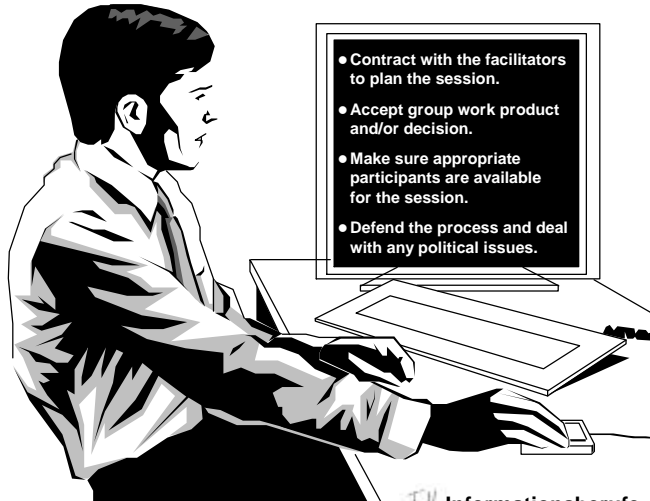
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 **Clearly Defined Roles**



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“As Project Sponsor, I Promise To...”



Facilitated Sessions General Approach

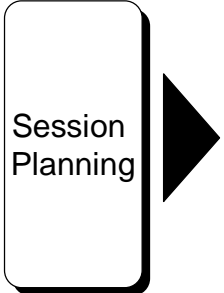
1. Session Planning

2. Session Preparation

3. Conducting the Session


4. Session Follow-up

Facilitated Session Approach

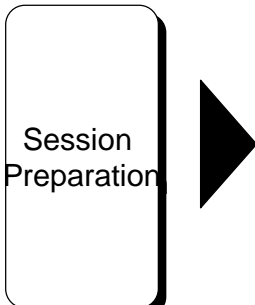


- Evaluate opportunities & requirements
- Know the process and work group
- Manage risk
- Develop session plan

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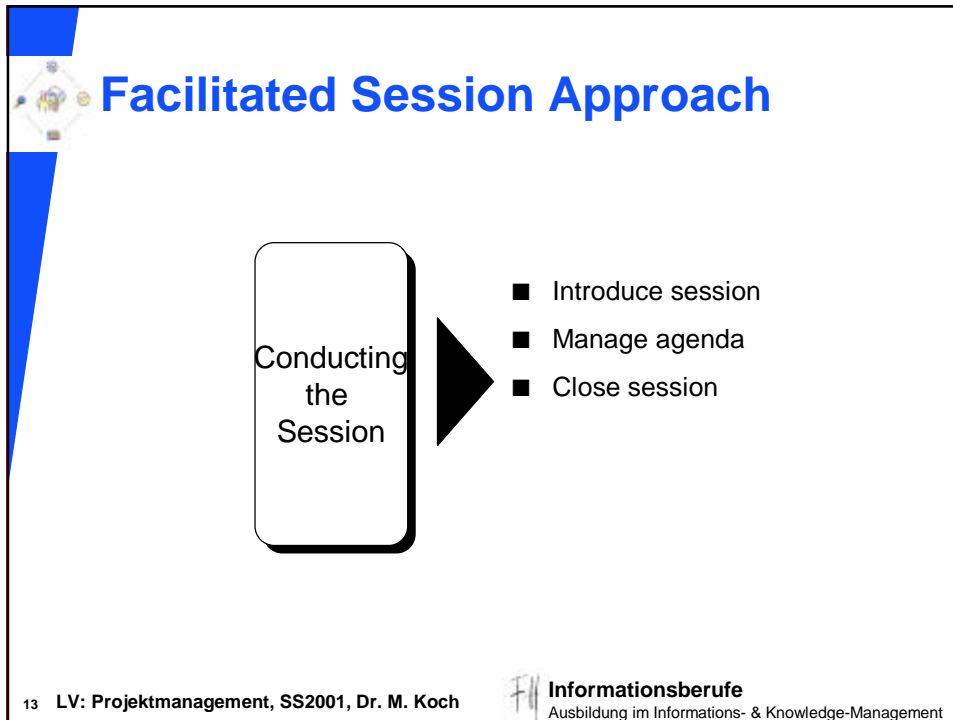
Facilitated Session Approach



- Establish direction
- Select participants
- Prepare agenda and materials
- Orient the team
- Develop evaluation
- Arrange facilities

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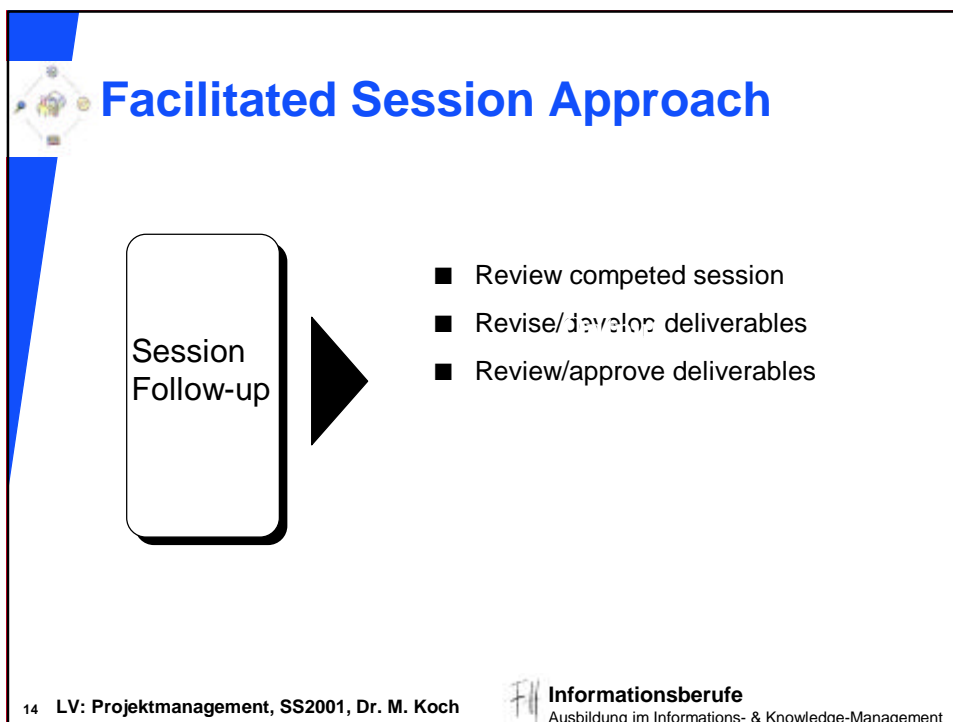
The diagram features a blue decorative element on the left side, consisting of a vertical bar with a white diamond shape containing icons. The title "Facilitated Session Approach" is in blue. A central box labeled "Conducting the Session" has a black arrow pointing to a list of three items: "Introduce session", "Manage agenda", and "Close session".

Facilitated Session Approach

Conducting the Session

- Introduce session
- Manage agenda
- Close session

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The diagram features a blue decorative element on the left side, consisting of a vertical bar with a white diamond shape containing icons. The title "Facilitated Session Approach" is in blue. A central box labeled "Session Follow-up" has a black arrow pointing to a list of three items: "Review completed session", "Revise/develop deliverables", and "Review/approve deliverables".

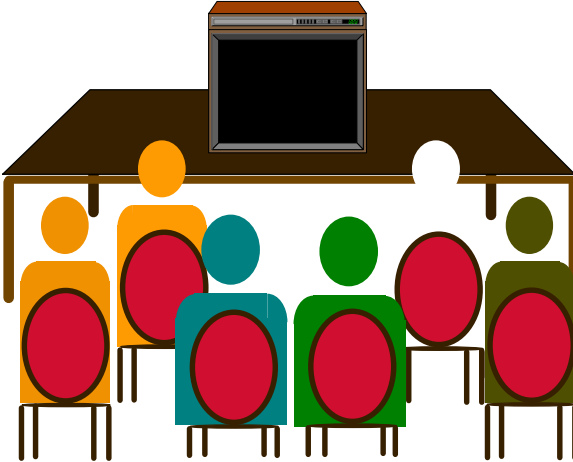
Facilitated Session Approach


Session Follow-up


- Review completed session
- Revise/develop deliverables
- Review/approve deliverables


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 **Reactive Techniques**



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 **Group-Oriented Facilitation Techniques**



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