

Facilitator Train-Up

For the Black + Gold Leadership Bootcamp: June Event

A Philadelphia
Commission
on Human
Relations
Training



Agenda

Facilitation review

Dialogue on Race
Model

June event run-of-
show

1

Be welcoming
and friendly

2

Focus on the
facilitation
process

3

Stress
confidentiality

4

Encourage
openness to
share

5

Balance
discussion
among
participants

6

Go with the flow
of conversation

7

Monitor for
rises in tension

8

Keep track of
time

9

Take clear notes
(to be handed
in)

Facilitator Review



Demonstrates good active listening skills



Able to maintain a sense of impartiality to the discussion



Manages time

Characteristics of a good facilitator

Co-facilitation review



Co-facilitation

Decide with your partner:

- Roles (see options)
- If roles will switch or remain the same since there are two sessions



Options

Split facilitating questions

Lead facilitator & dedicated note-taker*

Organic co-facilitation

- *Note-taking will be extremely important for the June and July events

Dialogue on Race

Dialogue on Race is a program developed by the U.S. Department of Justice (DOJ) Community Relations Service (CRS) to help people organize and conduct their own productive conversation on race. DOJ CRS offers an informational and step-by-step [program guide](#) to assist people in planning a successful convening focused on uniting diverse communities through solution-based facilitated dialogue. The Dialogue on Race program is a four-step multi-session process that is designed to allow participants opportunities to share individual experiences and get deeper understandings around race; and to develop a shared vision and plan of action. The process consists of the following steps:

Step 1: “Who are we?” – Exploration of personal stories and tone-setting for the dialogue series.

Step 2: “Where are we?” – Deeper dive into participants’ experiences to understand personal and shared racial history in the community.

Step 3: “Where do we want to be?” – Participants develop a shared vision for the community.

Step 4: “What will we do as individuals and with others to make a difference?” – Shared interests are discovered and partnerships develop around actionable items.

General dialogue outline

Welcome into dialogue space

Introductions, explanation of facilitator's role
and the process: and guidelines

Dialogue

Wrap-up

Close

Guidelines

Also called “ground rules,” guidelines help form a common understanding of how the discussion will go. Here are some of the more common guidelines (which will be used throughout the series):

- Respect confidentiality
- Share time equitably
- Speak from your own experience and perspective (use “I” language”)
- Listen carefully (and not interrupt)
 - Alternatively, speak one at a time*
- Keep an open mind
- Be respectful of the speaker (even when we do not agree with their views)

Before beginning the discussion, the facilitator confirms the guidelines with the group and asks:

- *Are there any questions about the guidelines?*
- *Can we all agree to them before we continue?*
- *Are there any others that should be added?*

*can use a “talking piece” to reinforce this

June run- of-show

Time	Activity
5:00pm-5:30pm	Participants arrive and check-in.
5:30pm-5:40pm	Opening Remarks
5:40pm-5:50pm	Chef introduction & dinner menu description
5:50pm-5:55pm	<p>The large group is welcomed and a brief recap of the BBBB is made. Afterwards, the lead facilitator describes the events of this convening:</p> <p>Tonight, we are going to go deeper into the conversations we had the last time we met. We will be exploring ‘where we are’ and ‘where we want to be.’ We will have a short break between these discussions to get our dinners, but for now; let’s get into the first conversation to explore our second question, ‘where are we?’ The purpose of this session is to look at our current experiences of race and ethnicity and to discuss the state of racial equity in our community. It’s okay to feel uncomfortable as that’s a normal part of the dialogue process where we seek to better understand various perspectives.</p> <p>As a reminder and to ensure productive conversations at your table, here are the guidelines we agreed upon the last time we met:</p> <ul style="list-style-type: none">• Respect confidentiality• Share time equitably• Speak from your own experience and perspective (use “I” language”)• Listen carefully (and not interrupt)• Keep an open mind• Be respectful of the speaker (even when we do not agree with their views)• (Any additional guidelines that were added last time) <p>Are there any other guidelines we should add to this list? Now that we have our guidelines, let’s begin with our first conversation of the evening.</p>

June run-of-show (continued)

Time	Activity
5:55pm-7:10pm	<p>Table facilitators will frame the discussion at their table by saying: <i>The goals of this first discussion are to allow you to express your own understandings about race and exploring where these differing, individual understandings come from. Before we begin, let's take three deep breaths to center us [facilitator leads in breathing].</i></p> <p>The facilitator will use the following questions to guide the conversation:</p> <ul style="list-style-type: none">• <i>How much contact do you have with people of other races?</i>• <i>What type of contact do you have with people of other races?</i>• <i>How would you describe the overall state of race relations and racial equity in our community?</i>• <i>What are some of the factors affecting race relations and racial equity in our community?</i> <p>It is important for someone to take notes on issues, common themes, and insights that come out of the conversation.</p>
7:10pm-7:13pm	<p>The lead facilitator reconvenes the group and guides them through a short deep-breathing exercise. Afterwards, table groups are asked to report out on insights and common themes that emerged from their conversation.</p> <p>Before going to a break, the lead facilitator will ask participants to consider the following questions as they are on break:</p> <ul style="list-style-type: none">• <i>What can we do to improve relationships between all community groups?</i>• <i>When it comes to strategies to support racial equity, what types of actions can we take?</i>
7:13pm-7:28pm	<p>BREAK (participants & facilitators get dinner)</p>

June run-of-show (continued)

Time	Activity
7:28pm-7:30pm	The participants are brought back together with the lead facilitator saying: <i>Thank you for all your hard work, thus far. Let's turn our attention to the question, 'where do we want to go?' You may all share a common desire to support racial equity, so let's talk about what we mean by that and explore specific actions to achieve that goal. Let's begin.</i>
7:30pm-8:45pm	Being mindful of time, transition the dialogue to address racial equity by asking the following questions: <ul style="list-style-type: none">• <i>Where do you see racial equity in your community?</i>• <i>What are some steps we could take to better support racial equity in our community?</i>• <i>What are some steps we could take to better support racial equity in our organizations, schools, and institutions?</i> <p>As with the previous dialogue session, it is important for someone to take notes on the ideas that arise from this step.</p>
8:45pm-8:55pm	The lead facilitator reconvenes the group and guides them through a short deep-breathing exercise. Afterwards, table groups are asked to report out on insights and common themes that emerged from their conversation.
8:55pm-9:00pm	Final thoughts and announcements about the next event are made. In addition, participants will be asked the following questions in preparation for the next event: <ul style="list-style-type: none">• <i>What concrete steps can you take as an individual to support race relations and racial equity in the community?</i>• <i>What concrete steps can you take with others to support race relations and racial equity in the community?</i>• <i>What do you think is most needed in this community, if anything?</i>

Questions?