

Facilitator Train-Up

For the Black + Gold Leadership Bootcamp

A Philadelphia
Commission
on Human
Relations
Training



Agenda

Facilitator role

Tips to facilitation

General dialogue outline

May event run-of-show

The facilitator's role is to manage the flow of conversation.

Does not need to be an “expert” on the topic

May or may not be part of the community

Facilitator role



Demonstrates good active listening skills



Able to maintain a sense of impartiality to the discussion



Manages time

Characteristics of a good facilitator

Tips to facilitation

Be welcoming and friendly

- Creates a space more conducive to constructive dialogue

Focus on the facilitation process

- E.g. “effectively having people answer the questions/talk to each other” vs. “that’s something I dis/agree with”
- Helps maintain an appearance of neutrality and reduces biases from getting triggered.

Stress confidentiality

- Make sure participants have a common understanding of what can be shared outside of the group/session.

Encourage participants to be open

- Participants should feel safe to share their thoughts and opinions (without offensive language)

Balance discussion among participants

- Encourage (not force) who may not be speaking to share

Tips to facilitation (continued)

Be fluid with the conversation

- Be okay with going in a different direction if the group seems to be going that way.
- You can always bring them back with the next question.

Silence is a facilitator's friend

- Allows people to process information shared & gives time for others to prepare their thoughts

Paraphrase

- Important to create a common understanding of what was shared to the entire group

Be aware of any rises in tensions

- Disagreement over ideas and opinions is okay, but make sure the conversation stays on topic and not become personal disputes

Allow time before the end of the session for people to share final thoughts

- Final thought options include:
 - How participants are feeling
 - Takeaways from the discussion
 - Lingering questions
 - "one word" summaries

Bonus – the power of numbers



You will have a co-facilitator!



Options

Split facilitating questions

Lead facilitator & dedicated note-taker*

Organic co-facilitation

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

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

May 19th run-of-show

Time	Activity	Who
5:30pm-6:00pm	Participants arrive and check-in.	Saptarshi
6:05pm-6:07pm	Welcome and significance of the date and tonight's event (i.e. Yuri Kochiyama and Malcolm X)	Romana
6:07pm-6:10pm	Overview of the series	Kia
6:10-6:12pm	Opening words and introduces Golden Dragon	Eric
6:12pm-6:30pm	Participants will be familiarized with the dinner menu [and the items' cultural significances].	Chellie & Mathias, Golden Dragon

May 19th run-of-show (continued)

Time	Activity	Who
6:30pm-6:40pm	<p>Before dinner is served, the large group is oriented on the purpose of the discussion of the evening by the lead facilitator stating:</p> <p><i>As you break bread you will be guided through a discussion by facilitators at your table [facilitators, raise your hand]. Your discussion will explore 'who we are' by listening to one another's personal stories to gain insights into ourselves and the people we are sharing a meal with tonight. Furthermore, by sharing our personal experiences through food, we can learn more about each other as individuals and about how we have been influenced by our diverse backgrounds which—in turn—can also shed light on our different perceptions and understandings of race relations and racial equity.</i></p> <p><i>Finally, to ensure productive conversations at your table, we offer you these guidelines:</i></p> <ul style="list-style-type: none"><i>• Respect confidentiality</i><i>• Share time equitably</i><i>• Speak from your own experience and perspective (use "I" language")</i><i>• Listen carefully (and not interrupt)</i><i>• Keep an open mind</i><i>• Be respectful of the speaker (even when we do not agree with their views)</i> <p><i>Can we agree to these guidelines? Are there other guidelines that we should have?</i></p> <p><i>With that said, let's begin....</i></p>	Randy

May 19th run-of-show (continued)

Time	Activity	Who
6:40pm-7:45pm	<p>During dinner, facilitators will use the following questions to guide their table discussions:</p> <ul style="list-style-type: none">• <i>Please introduce yourself (name, where you're from/where you grew up/where do you live now, what you do).</i>• <i>What fond memories do you have with any of these foods (or other foods) growing up?</i>• <i>Are there any dishes here that you are very familiar with or unfamiliar with? What thoughts or stories do some of these foods bring up for you?</i>• <i>What memorable experience do you have breaking bread with people unfamiliar to you?</i>• <i>Did you learn something new during the food presentation or in listening to your table partners or is there something you heard that you would like to know more about?</i> <p>Note that while it is ideal to have a separate note-taker (either assigned or a volunteer at the table) for the entire discussion, notes should at least be taken during the last question.</p>	co-facilitators
7:45pm-7:55pm	Lead facilitator asks tables to report out on insights and common themes that emerged from their conversation.	Randy

Questions?