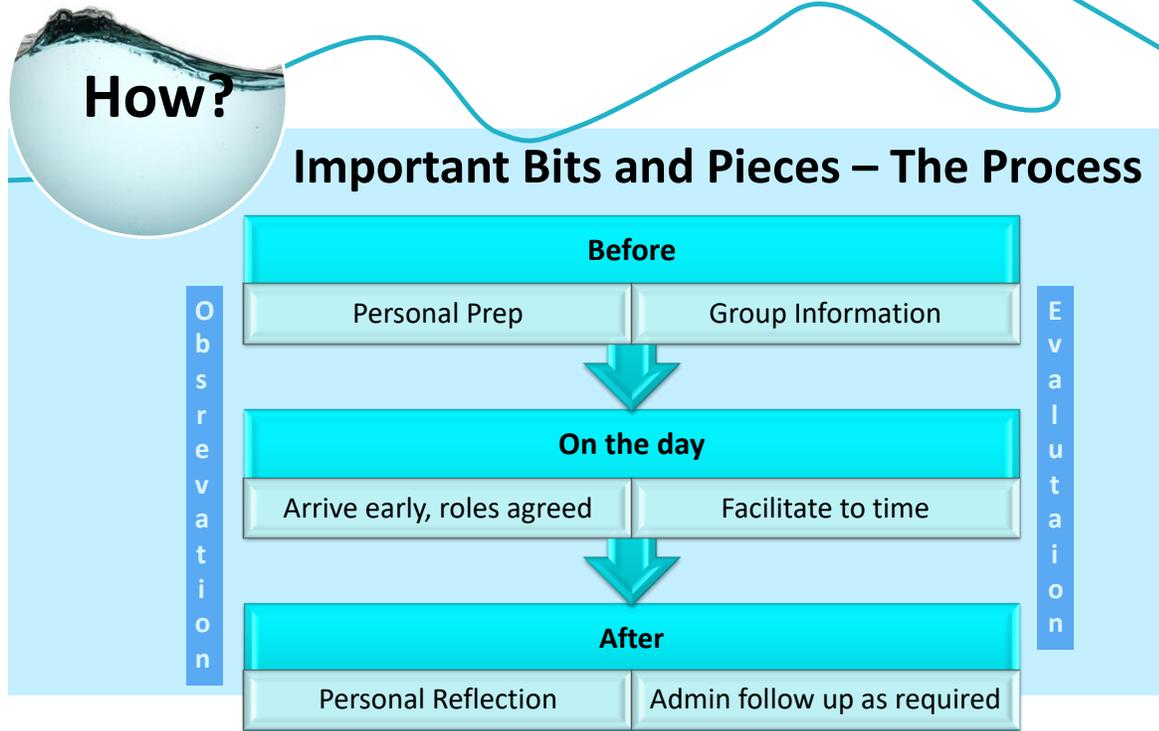


Generic Facilitation Guidance



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Personal Preparation

1. It is your role as a facilitator team to create a “Thinking Environment” for the delegates. Remind yourselves of what that means and have a conversation about how you will do it.
2. You will need to be up to speed with what has happened on the workshops and with the reading.
3. Remember the fact that you have been through the programme is secondary, this is a different role.
4. Arrive at least 10 minutes before the set is due to start.

On the day

1. Be smart, prepared, positive and genuine.
2. Meet and greet people as they arrive.
3. As the set settles, reaffirm the ground rules as they were set on the workshop – phone free, confidentiality, supportive and appreciative, and draw attention to the Values tent card.
4. Outline your role, i.e. time keeping and asking powerful questions.
5. During the set facilitate as agreed with your co-facilitator.
6. Jeanette or Fiona will come at some point throughout the process and observe each facilitator and provide feedback as part of the Reflective Process.

After

1. It is expected that you sit with your co-facilitator after the event and reflect on the set and what you have learned and offer each other feedback.
2. As part of this reflection, you should agree who will complete the Register/Evaluation sheet for the complete group experience.
3. Make some notes that you both agree represent the significant themes.