

GUIDELINES FOR JOINT GROUP FACILITATION

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Planning:

For any group process facilitation, the following steps are needed:

1. Block out the time segments.
2. Block out the module(s) for each time segment, including:
 - Trigger statement
 - Data to be elicited & the objective
 - The approach to data gathering
 - The approach to data processing (sort/categorize/integrate)
 - Summarizing the results
 - Bridging to next segment by:
 - Recapping what the group has accomplished
 - Showing how the present task fits with the next step
 - Congratulating participants on each step completed
 - Normalizing difficulties
 - Explaining difficult dynamics and teaching new skills
3. Determine the lead & support roles for each of the above portions of each module.
4. Determine what if any skill learning is anticipated for any of the facilitators.
5. Determine what written materials need to be developed and assign responsibilities.
6. Finalize the design and written materials.
7. Discuss any anticipated differences in working style.
8. Discuss how to build a trusting relationship between the group & both facilitators.

Facilitation:

During the group facilitation, the following principles will help ensure success:

1. Take time (even 30 seconds) to confer, rather than act unilaterally.
2. Debrief the process at each break.
3. Agree that the other facilitator may intervene if some dynamic appears to have been overlooked.
4. Provide written capture of all group work, not just a summary (except for material agreed to by consensus).

After the Group Process Is Completed:

General debriefing:

1. What went well, and why? What could be improved, and how?
2. What tools can be abstracted for general use?

For skills to be learned:

1. What intervention(s) did you see? what was the effect(s)?
2. How would you replicate it?