

Facilitation Skills: Building Ourselves as Women Leaders in Shared Spaces

Iris House 14th Annual Women as the Face of
AIDS Summit – May 6th 2019



Agenda

1. Welcome and Introduction
 - Audience Warm-Up
2. **Theme 1: Focus**
 - Group Exercise
3. **Theme 2: Confidence**
 - Group Discussion
4. Wrap-Up & Raffle!

THE
**FEMPIRE
STRIKES BACK**



fa·cil·i·ta·tion (n)

The act of helping other people to deal with a process or reach an agreement or solution without getting directly involved in the process, discussion, etc. yourself.



Themes for today's session

Focus

- What is the purpose of the meeting?
- Always come back to what your purpose is
- Balance of emotion and getting things done

Confidence

- Women in male-dominated settings
- How to steer the conversation

Warm-Up

How many of you have ever
facilitated a workshop?

In the past 90 days?

Warm-Up

How many of you have ever
**facilitated an educational
session?**

In the past 90 days?

Warm-Up

How many of you have ever
facilitated a meeting?

In the past 90 days?

Warm-Up

How many of you have ever
facilitated a support group?

In the past 90 days?

Warm-Up

How many of you have ever
facilitated a planning group?

In the past 90 days?

Theme 1: Focus





“POP is a useful tool for a multitude of the daily activities leaders find themselves faced with: meeting agendas, campaigns, difficult conversations, unplanned calls and conversations... As you can gather from the list, POP is scalable. It can be used for large, long-term projects, regular weekly staff meetings, a meeting you attend, or a call that comes in that has no agenda, coaching/mentoring sessions . . .”

POP

Purpose: [Why] What is the purpose of this meeting?

Outcomes: [What] What do you hope to achieve? What is the desired result of this meeting? If this meeting is successful, what would happen?

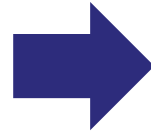
Process: [How] Is a meeting the best way to achieve this? If so, what kind of meeting? Who should be involved and what role should they play? What is the process for achieving these outcomes?

Facilitating Productive and Democratic Participation

Challenge

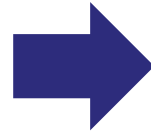
Possible Approaches and Tools

Dominator or interrupter



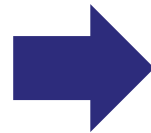
Establish ground rules, hand on shoulder, call others, state calling on others

Back seater



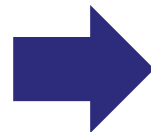
Dyads or small groups, personal reflection, call on for perspective, call on for commenting on another's perspective

Confuser



Pose question, clarify by reflecting back, lift up one coherent element and run with it!

Resister or nay-sayer



Query extent of opposition ("Is this a deal breaker? What could shift it?"), acknowledge perspective and invite alternative ideas, design activities so different perspectives are seen simultaneously (sticker dots) rather than single voices distorting

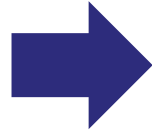
Facilitating Productive and Democratic Participation

(cont.)

Challenge

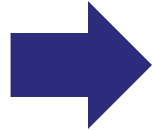
Possible Approaches and Tools

Peacemaker



Appreciate but don't ask for pause on too-quick points of consensus, pull for nuance, invite complexity

Energy sapper



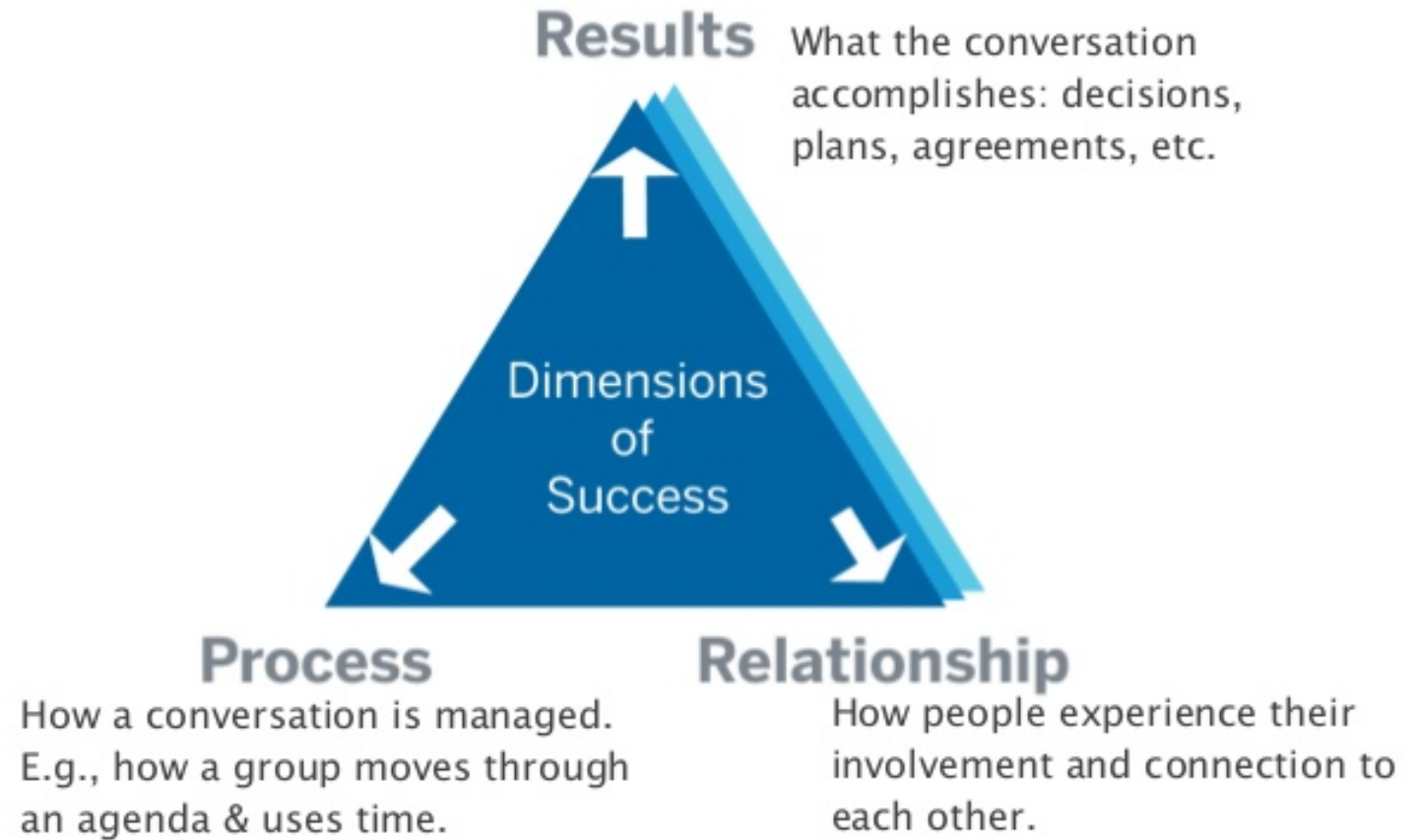
Monitor group engagement, introduce breaks, use humor, pose small group questions

Middle schooler



Remind folks to stay in room rather than hold side conversations, break into small groups/dyads separating cliques

Dimensions of Success



Let's
Practice!

With your seat partner, discuss how you can envision putting these ideas into practice and any challenges related to how you currently do things.

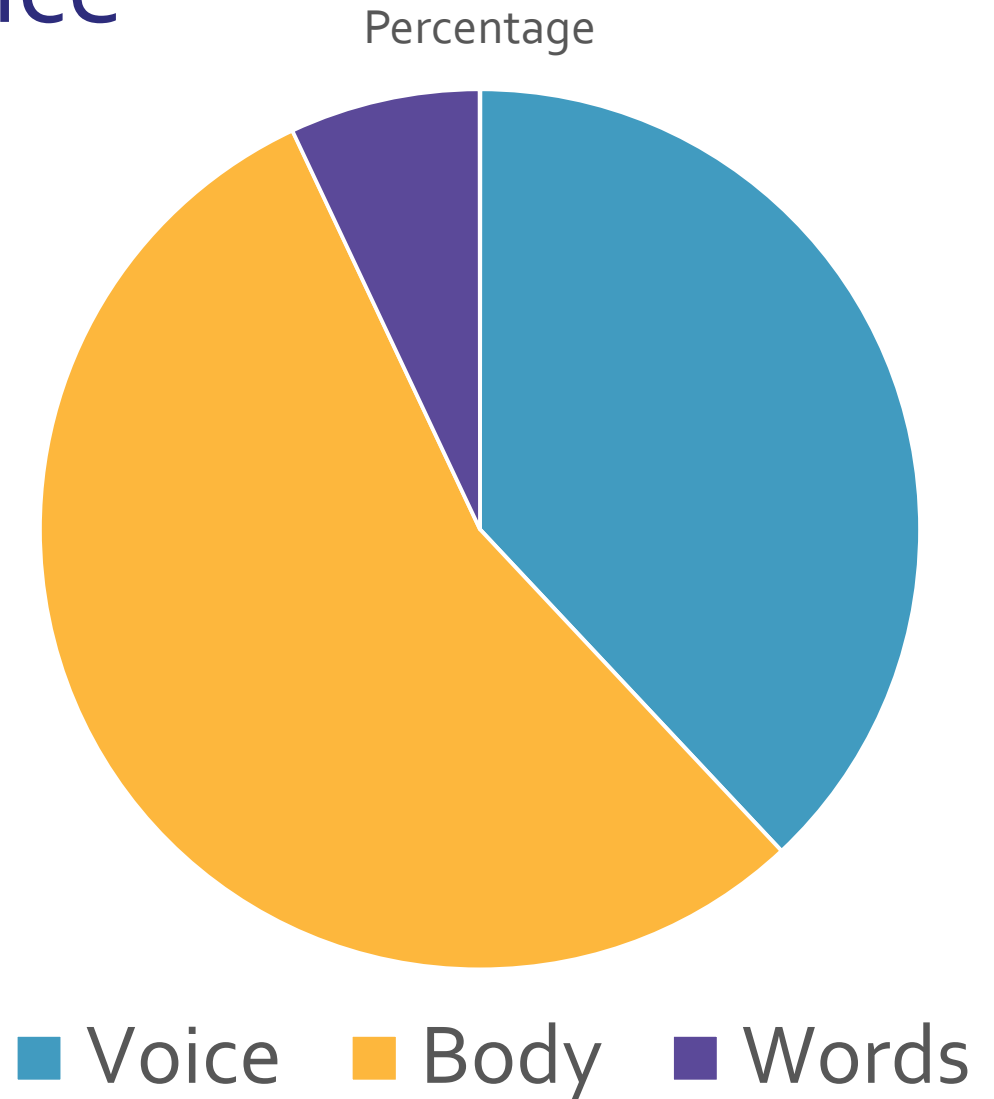
(~3 min each)

Theme 2: Confidence

Facilitating with Confidence

Knowing your demeanor

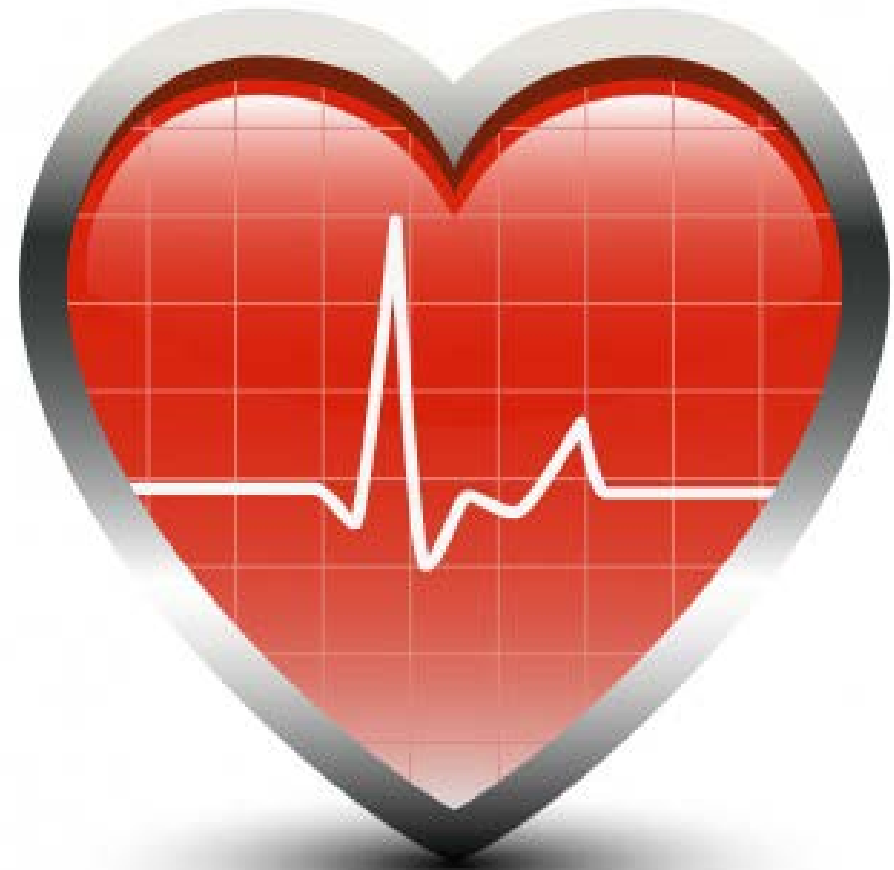
- How you project confidence is important



Facilitating with Confidence

Knowing yourself is vital

- VITAL
- EI

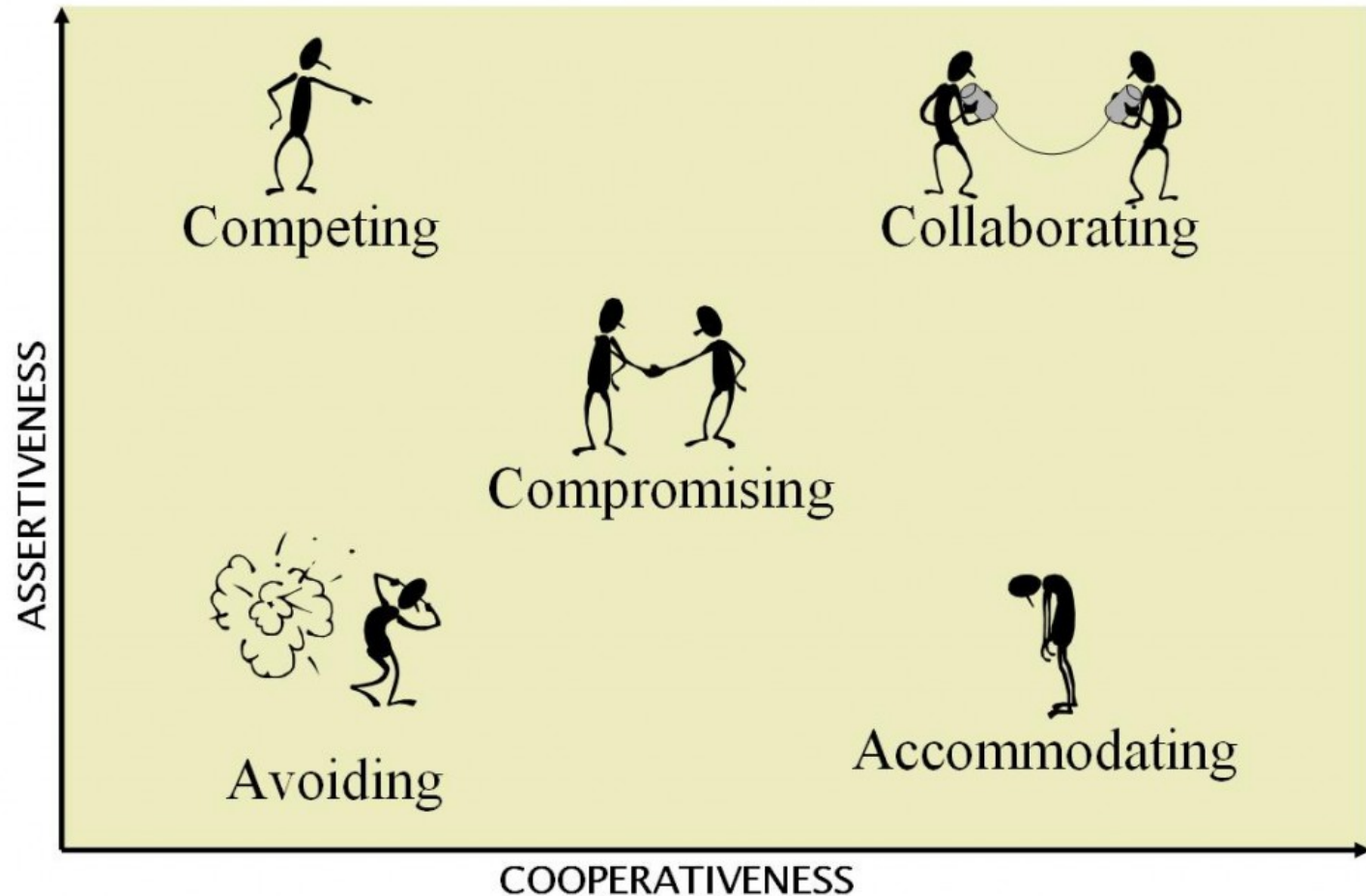


Facilitating with Confidence

Knowing how certain dynamics might affect co-facilitation

- Mutual support or power struggle?

Dealing With Conflict – Thomas/Kilmann model



Facilitating with Confidence

CALLING OUT & CALLING IN

CALLING OUT

Calling someone out can be jarring and unwelcome, and isn't always the best way to be woken up ... it will be said but perhaps not always heard.

CALLING IN

What if we instead of calling you out ... we called you in; reinforcing that the person is out of step with our values but inviting them back into the space.

Facilitating with Confidence

Call-in formula:

- Stop what occurred
- Describe why the situation is impactful
- Describe how to fix or discuss what the preferred solution is
- Model the solution



Let's Discuss!

- Are there situations that have come up where you felt less confident in facilitation or in a meeting?
- How did what we just talked about change the way you might have done things in that situation?
- How can facilitation build your confidence/leadership/visibility?

Wrap-Up



What worked well in this session? What was missing in this session?

Questions?

One-Word



Thank you!

- ✓ Please complete the evaluation on your seat!
- ✓ Drop your card or contact information in the bowl by the door
- ✓ **Follow us online at:**
 - ✓ www.tccgrp.com and [@tccgroup](https://twitter.com/tccgroup)
- ✓ **Connect with us!**
 - ✓ Vanessa Johnson: vjohnson84bj@gmail.com
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