

# FACILITATION TRAINING AND FACILITATOR'S ROLE

## The definition of facilitation



Facilitation is a method for structuring the co-construction of specific solutions and aims to create the right conditions to solve a problem or develop a project among a group of people. It offers the group a coherent series of rhythmic, creative and effective work sequences to help them identify and solve problems and make decisions. Through a structured and creative methodology, facilitation encourages participation and allows the development of shared solutions. The facilitator embodies a neutral, benevolent role and works for the group.

## Training session goals



- To acquire the theoretical and practical essentials to facilitate collaboration
- To integrate the fundamentals of the facilitator's role
- To experience and have the sense of a collaborative dynamic

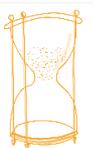
## Targeted skills



- To identify the group's needs, context, and objectives, in order to offer it support to solve its issues
- to build a workshop with an adapted process and methods in order to respond to the defined issue and produce the expected deliverables
- to provide an appropriate environment for the collaborative workshop and respect the organizational conditions that are essential for the participants' concentration and well-being
- to communicate instructions to participants to guide them through each step of the workshop

## Duration

3 days, i.e. 21 hours



## Process - content of the training



### Day 1

#### Facilitation and facilitator's role: what are we talking about?



- Workshop: clarification of the facilitator's role
- The specific duties of the facilitator's job
- Context of Intervention (decision-making paths: participative vs. collaborative): opportunities and limits

#### Preparation of a workshop: definition of the intervention context

- Gathering of topics that participants would like to see addressed in a collaborative workshop.
- Elaboration of the key question of the workshop: "How should we formulate the theme of a collaborative workshop so as to produce a quality deliverable?"
- Reformulation of the participants' topics
- Scope of intervention: "How to question the workshop sponsor in order to verify the coherence of their request with their implicit needs?"
- Clarification of the different types of workshop objectives
- Exercise: experimenting with the intervention scope

### Day 2

#### Preparing for a workshop: workshop process design



- Different approaches to designing a collaborative process.
- Exploration of different ready-to-use methods of educational support.
- Exercise of co-constructing a customized collaborative process.
- Workshop 1: Facilitator's role-playing exercise
- Debriefing
- Details on logistical preparation

## Day 3



- 3 workshops in the role of facilitator
- Debriefing of each workshop
- How to open and close a workshop?
- How to deal with difficult behaviour?
- How do you adapt the session as it is running?

## Target audience – pre-requisites



- Any person wishing to develop individual commitment and collective performance around professional projects
- No pre-requisites

## Pedagogical approaches and tools



- Active methods through the articulation of learning situations and multiple teaching techniques
- Case studies and practical situations for the trainees
- Illustration by example
- Collaborative communication

## Instructor



Anne-Claude Cosandey studied environmental engineering at the EPFL and completed a PhD in soil science as part of a European project. She then held management positions in the private and public sectors. She is notably director of the Ecoparc association, a structure active in the promotion of sustainable development in the built environment, and operational director of the Smart Living Lab at EPFL. In 2019, after having trained in facilitation, she decided to create Les ateliers C and to offer her expertise in collaborative project management and facilitation.