

Facilitation Skills

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Ann Arbor, Michigan

January 9-10, 2010, 9:00 a.m. - 4:30 p.m.

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Course Syllabus

1 credit

Course Description:

This course examines the skills, strategies, and dynamics of facilitation and is appropriate for anyone who will lead or facilitate meetings - from community task forces to multi-attorney/ multi-party settlement negotiations. Facilitation Skills includes work on planning for and designing meetings, tools and techniques, interventions to keep meetings on track, and managing conflict in meetings. Through interactive simulations and activities, this course provides time for facilitation practice and feedback. This is a wonderful way to hone your leadership skills and to strengthen your ability to lead and facilitate meetings, whether in an organization, law firm, or community setting.

Course Reading Materials:

Required Reading Assignments: Read all Course Reading Materials prior to first day of class.

1. The Skilled Facilitator by Roger Schwarz, New and Revised Edition, 2002. Read Chapters 1, 3, 5, 6-8, and 11.
2. Great Meetings! Great Results by Dee Kelsey, Pam Plumb, and Beth Braganca (Paperback - Sep 2004). Read Chapters 1-6.
3. There will be additional materials presented during the class.

Class Contents and Schedule:

Day #1

Overview

What is facilitation? Basic and developmental facilitation

Planning and preparing for a meeting

Multiple roles and responsibilities of the facilitator

Introduction to meeting design: beginning, agenda creation, ending

Introduction to problem solving sequence

Preparation and Practice meeting #1

Discussion and evaluation of practice meeting

Evaluation of Day One and discussion of Day Two

Day #2

Meeting Design, Part II

Picking the right tools for the task

Preparation and Practice meeting #2

Discussion and evaluation of practice meeting

Interventions to keep meetings productive

Managing conflict in groups

Course evaluation

GRADING:

Grades will be based on two factors:

Class participation: 25% (includes participation in the discussions; role plays and exercises).

Attendance at ALL class sessions is required

Written feedback for student facilitators: 15%

Final paper: 60%

The final paper should be 10-12 typewritten (12-point font), double spaced pages.

FINAL PAPER:

Choose one of the selected chapters from the books on the reading list (chapter choices will be provided on the first day of class) and:

1. Apply the theory and techniques to one of the Practice Meetings in which you participated or a facilitated meeting you have attended giving specific examples and demonstrating an ability to effectively apply the theory and techniques in the chapter to the practice meeting/facilitation.
2. Discuss how the class readings, in general, and the chapter you chose specifically, will inform your practice as a facilitator.

The Final paper is due no later than 4:30 p.m., Monday, January 25, 2010. Grading is anonymous and consequently students should only include their exam number on their final paper. Your final paper should be submitted by uploading it to the TWEN "Assignment Drop-box". You do not need to deliver a physical copy to the Office of the Registrar. I strongly suggest you double-check that your papers have been successfully uploaded before the deadline.

You will need to know your 5 digit final exam number before you can upload the document.

If you do not know your final exam number:

- Go to Piperline (http://www.hamline.edu/homepage_items/home/piperline.html)
- Login to Secure Area
- Choose Student Services
- Click on Registration
- Click on Student Detail Schedule
- Select term January 2010
- Your final exam number is listed below total credit hours at the top of the page.

If you have questions about TWEN access, contact Debra Berghoff at 651.523.2946 or dberghoff@hamline.edu.