

DEFINITIONS OF FACILITATION

- 1. Facilitation is the role of assisting the group in accomplishing its goals.**
- 2. Facilitation is the process of helping a group improve the way it identifies and solves problems and makes decisions, in order to increase the group's effectiveness.**

TWO TYPES OF FACILITATION

1. BASIC FACILITATION

In basic facilitation, the facilitator's role is to run a meeting, helping the group achieve the goals of the meeting.

2. DEVELOPMENTAL FACILITATION

In developmental facilitation, the facilitator's roles are to assist the group to achieve its goals, help improve group effectiveness, and help the group learn to facilitate itself.

Comparison of Mediation and Facilitation

<u>AREA</u>	<u>MEDIATION</u>	<u>FACILITATION</u>
GOALS	Agreement	Goals of the group
PROCESS	Set by mediator	Set by group
ROLE	Neutral – fairly standard	Group effectiveness – may vary widely
FORMAT	Joint sessions	Group meeting
	Caucus	Small group work
IDEA GENERATION	Part of mediation process	Structured techniques
GROUND RULES	Set by mediator	Agreed to by group
AGENDA	Set by mediator	Set by group
IDENTIFYING PARTICIPANTS	Disputants	Stakeholders
	Relatively Obvious	Major pre-facilitation issue
METHOD OF DECISION MAKING	Interest-based negotiation	Group decides, facilitator leads
PRIOR CONTACT WITH PARTICIPANTS	Mediator style	Necessary

FACETS OF FACILITATION

- **Task**

What is the task that the group needs to achieve?

- **Process**

What is the process that the facilitator will use to assist the group in achieving its task?

- **Maintenance**

What is the process the group and facilitator will use to treat its members, and keep up group cohesiveness and morale?

- **Process Observation**

How will the facilitator and group monitor the group's process and/or progress?

THE BASIC FACILITATION PROCESS

1. Helping the group create an agenda, before or during the meeting
2. Structuring the participation of the group (helping everyone in the group feel included and participating)
3. Facilitating the group procedures and decision - making processes
4. Providing the group memory system
5. Facilitating group maintenance
6. Process observation
7. Facilitating through the Groan Zone
8. Facilitating debriefing

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