

Additional Materials Day 4 Session 7 & 8

From day 3

Models of Co-Facilitation	
Models of co facilitation	Role of the (co) facilitators
Seamless	Both facilitators share responsibility for all aspects of facilitation
Equal	One facilitator focuses on the task (content) while the other focuses on the group relationships (process)
Team	Roles and responsibilities are assigned to match the facilitators skills, experience, and expertise in line with group needs
Tandem	Facilitators take it in turn to work with the group. When they are not 'on' they sit quietly without intervention
Unequal	The facilitators have different levels of responsibilities
Recorder	One person facilitates the entire process. The other records the outcomes and decision
Please note that the facilitators plan the session together, both facilitators debrief after the sessions and determines the next step / direction (as in as far as possible) of the group	

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Benefits of Co-Facilitation	Co Facilitation comes with a warning
<p>Diversity: Collaboration between facilitators of different gender, ethnicity, nationality, age, etc. Sends a positive message about the value of diversity in leadership and brings a broader perspective to the group's processes thinking & behaviours</p>	<p>Don't co-facilitate with a stranger: If you don't know a proposed co-facilitator, try to observe him facilitate and establish a collegial relationship before agreeing to co-facilitate. At a minimum, meet with the person in advance to get to know more about his experience and facilitation style. Discussing roles and mutual expectations can avoid unpleasant surprises for both the two of you and the group.</p>
<p>Helps the facilitators stress levels: Long-facilitation sessions can be truly exhausting for one facilitator. Rotating the facilitation duty is a good way to care for yourself and your group.</p>	<p>Don't take over: If you are a very experienced facilitator working with a relative newcomer, resist the temptation to jump in and take over. Simply serve as the assistant and, if you coach the person during the meeting, do so quietly.</p> <p><i>Remember sometimes there is a lead facilitator</i></p>
<p>Backup: If one facilitator becomes overwhelmed, ill, injured, or is called away for an emergency, the meeting can continue with the other facilitator(s).</p>	<p>Don't trade off too often: It is important that the group have a sense of stability and continuity during the meeting. Changing facilitators too often can be confusing, especially if their styles are very different. If you are a member of the group, resist the temptation to jump out of the facilitator's role to participate in the discussion.</p>

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Build confidence: Working with a more experienced facilitator, watching how they work and anticipating what you can do to make her job easier is a good way to gain confidence, especially in potentially intimidating situations, such as large or conflictive meetings.

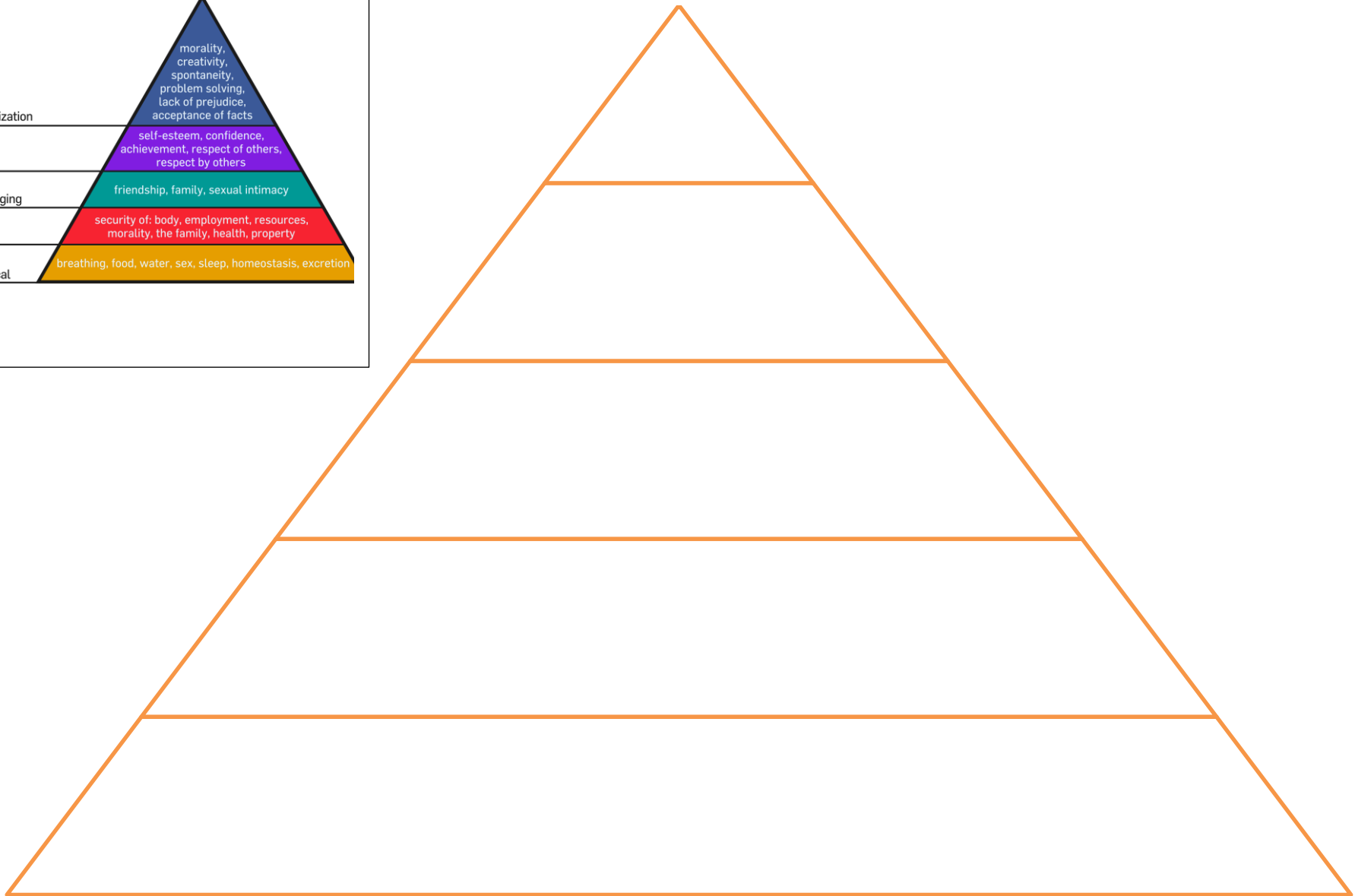
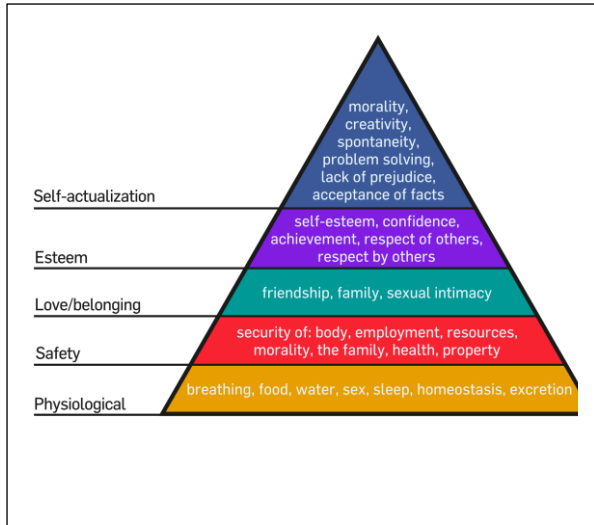
Never publicly criticise or argue with your co-facilitator during a facilitation session: This behaviour will only serve to damage your relationship and lose the trust of the group. If necessary, talk to the facilitator at a break or quietly ask them to take a break so you can discuss an issue.

One Leader for communications: To simplify communications, designate one person as the contact person

Clarify Roles/Tasks: Co-facilitators should meet well before the meeting to plan how they will work together. Who will facilitate first? What tasks will the others perform when not facilitating? How often will we exchange roles? What unobtrusive signals will we use to communicate our needs to each other during the meeting?

Post Meeting Evaluation: Get together after the meeting to discuss what went well and what could be improved in the future.

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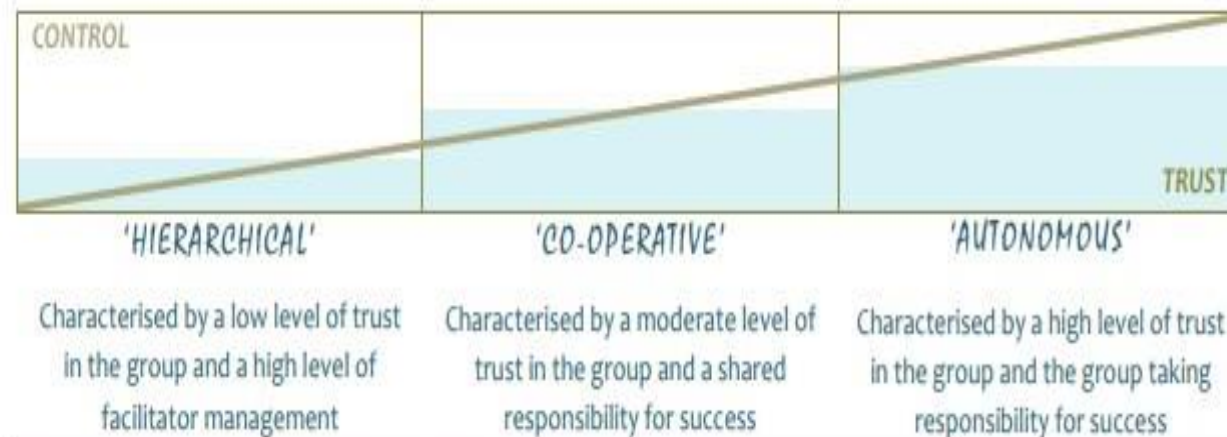


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Theory x	Theory y
Attitude	
We dislike work, find it boring, and will avoid it if we can	We need to work and want to take an interest in it. Under the right conditions we enjoy it.
Direction	
We must be forced or coerced to make the right effort.	We will direct ourselves towards a target that we accept.
Responsibility	
We would rather be directed than accept responsibility, which we avoid	We will, seek and accept responsibility, under the right conditions
Motivation	
<i>We are motivated mainly by money and fears about our job security</i>	<i>Under the right conditions, we are motivated by the desire to realise our own potential</i>
Creativity	
Most of us have little creativity - except when it comes to getting around rules.	We are highly creative creatures - but are rarely recognised as such or given the chance to be
If a facilitator adopts these principles what happens?	If a facilitator adopts these principles what happens?

A continuum of trust in facilitation...

The balance of trust and control between the facilitator & the group



Corresponds to the three facilitation styles we look at in Day 1 of Direct, Suggest, Co-operate / Autonomous

Heron, J., 1999. *The complete facilitator's handbook*. Kogan Page.



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Pic. Ladder of participation - a participation model by Roger A. Hart

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Rudd, T (2006). Provocation Paper: Re-thinking Learning Networks: Home, School and Community. **'LADDER' OF PARTICIPATION**

