

THE ART OF PARTICIPATORY FACILITATION

Design and Lead Effective Meetings, Conversations, and Planning Sessions using ICA Technologies of Participation® (ToP) methods

April 15 & 16, 2010 (9am-5pm each day)



Training Site: Manchester, NH

Sponsored by: New England Network for Child, Youth and Family Services and
Gammy Bird Consulting

PURPOSE

Employees, colleagues and partners expect to have real opportunities to participate in planning and decision-making. We have drawn on years of experience with participatory methods to help you develop critical skills to meet the challenges of genuine participation. Do these complaints sound familiar?



"Our meetings sometimes last for hours, without results."

"One person dominates our meetings; I wish everybody would speak up."

"We can't seem to sort out our priorities; we head off in all directions at once."

"We make decisions, but then revisit them again and again."

"I have a complicated planning event and I don't know how to approach it."

"Consensus?! I don't know where to begin."

TARGET AUDIENCE

Anyone who leads, facilitates or manages a team or group, supervises staff, holds regular conversations, and/or is responsible for designing meetings and events that could benefit from more active, meaningful participation — and more fun!

OVERVIEW OF COURSE

This time-tested training is an explosive introduction to facilitation! Our three unique facilitation methods, the core approaches of the Technology of Participation (ToP)®, help you:

- Include everyone's contribution
- Use the diversity in a group an asset
- Help groups deal with many ideas
- Reveal deeper patterns of thinking
- Build healthy consensus
- Turn polarization into cooperation
- Enable group innovation



- Help groups improve productivity
- Spark effective implementation
- Foster a "Culture of Participation"

The training provides concrete skill development that we guarantee you can use the minute you walk out of the course. You will see each of the three methods demonstrated; you will be guided through them step by step, and will have actual hands-on experience practicing the methods. AND – we offer FREE follow-up phone consultation when you need a boost in applying your facilitation skills.

COMMENTS FROM RECENT PARTICIPANTS

"This course gave me the practical tools to facilitate a small conversation or a high stakes group planning process."

"I feel like I have just been let in on a big secret. You pulled the curtain back and showed us how facilitation methods really work."

"Very good experience. Fantastic facilitators. Engaging work and very clearly useful information as opposed to other only somewhat helpful workshops I've attended."

"It gave me a useful way to approach problems, to get the most out of meetings and to efficiently plan work and projects. And, it was a lot of fun ... more fun than expected."

MORE DETAIL ON EACH OF THE THREE APPROACHES



Focused Conversation Method

Learn a structured process to conduct purposeful, productive meetings and facilitate a meaningful exchange of ideas. Discover ways to involve every member in thinking through difficult issues and heighten your effectiveness in facilitating virtually every form of group communication. The Focused Conversation increases your ability to:

- Conduct purposeful conversations
- Surface new ideas and solutions
- Quickly capture a group's best thinking
- Ask questions that stimulate candid feedback and discussion

Consensus Workshop Method

Energize problem solving with a process to build active participation and teamwork. Productively channel diverse ideas into consensus decisions everyone can own and support. Learn the tools to help groups reach new levels of creativity and cooperation, while tapping into both rational and intuitive thought processes. The Consensus Workshop increases your ability to:



- Integrate diverse ideas
- Generate practical and creative solutions
- Develop group consensus

Action Planning Method

Master a powerful implementation planning process to help a group rapidly pull together an effective plan, organize needed resources and mobilize individuals' energy into action. Action Planning increases your ability to:

- Visualize a successful result
- Create a practical plan
- Maximize group commitment and involvement

TRAINING SITE

Manchester, New Hampshire

Site and directions will be emailed upon registration

FEES

The fee for this two-day workshop is \$645 per person. We are offering a special rate of \$500 per person for **NEN Partners**. The fee includes a 76-page workbook plus a continental breakfast and afternoon snacks each day. Cancellation refunds may be received up to 21 days prior to each course, less \$75 processing fee. Substitutions may be sent. (If you are an NEN Partner and wish to register at the discounted price, contact [Cindy Carraway-Wilson](mailto:Cindy.Carraway-Wilson@nenn.org) by email or phone her at (207) 319-6009 before continuing.)

REGISTRATION

[Register NOW](#) through NEN to hold a spot. This course is limited to 24 participants. You may pay by check or credit card. To register (and pay with credit card online or check), click here. For more information about the course, call Nancy Jackson at (978) 779-5472 or email: nanjackson@gammybird.com.

TRAINERS

The trainers are professional facilitators with years of experience to share. You can look to them for a wide range of valuable applications and for advice on specific facilitation issues that you face. These courses represent an opportunity to learn new facilitation "magic" from two of ICA-USA's preeminent facilitators.

Nancy Jackson, MSW, CF, is president of Gammy Bird Consulting and is a Certified Facilitator and Qualified National Mentor Trainer for the Institute of Cultural Affairs in ToP© facilitation methods. She has extensive experience in non-profit



capacity-building and regularly facilitates executive transitions, and planning and team building processes with a broad array of youth agencies, non-profit Boards of Directors, coalitions/networks, schools, community groups, and corporations both nationally and internationally. She can be reached at: 978-779-5472, Email: nanjackson@gammybird.com, Website: www.gammybird.com

Ruth-Ann Rasbold has provided technical assistance and consultation on the development of services and systems with local, state and national early care and education programs, organizations, and agencies, and with public school systems for 25 years. She facilitates planning for individuals, small and large groups.

ABOUT THE COURSE CREATORS: INSTITUTE OF CULTURAL AFFAIRS (ICA) and ToP Trainers Network

This foundational course in group facilitation methods was developed by the Institute of Cultural Affairs (ICA), combining the collective wisdom of numerous individuals working around the world since 1972. ICA is a private, not-for-profit social change organization. Its primary objective is to promote positive change in communities, organizations and individual lives. Over the years, the ICA has demonstrated that a program's effectiveness increases when the people it affects are part of the development and implementation process. The ICA acts as a catalyst in areas such as education, leadership training, organizational transformation, democracy building, neighborhood improvement, and in fostering the art of facilitating diverse groups. TTN is comprised of trainers licensed by ICA to train in these methods and ToP practitioners. Its purpose is to find ways to innovate and expand participatory methodology worldwide. Nancy is a member of the Executive Board of TTN.

REGISTER: <http://www.nenetwork.org/events/NENEventReg1.php>