

Facilitation

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Course Description:

This two-credit seminar will introduce students to the process of facilitation, emphasizing the development of skill in understanding, analyzing and facilitating group process. Students will explore how their facilitation can support a group process, and how their choices impact the group's participation and outcome. This seminar will be highly interactive, and will give students the opportunity to practice their facilitation skills and exchange feedback with other participants.

Course Objectives:

- Students will increase understanding of the facilitation process
- Students will develop skill in conducting facilitation
- Students will expand understanding of group dynamics

Schedule:

Class Sessions	Reading Assignments	Schedule
Friday Afternoon	None	Introductions Facilitation Overview
Friday Evening	TBD	Dialogue and Discussion Practice Session 1
Saturday Morning	TBD	Tools and Tips for Logistics Practice Session 2
Saturday Afternoon	TBD	Group Dynamics Practice Session 3
Sunday Morning	TBD	Conflict and Facilitation Practice Session 4
Sunday Afternoon	TBD	System Design Practice Session 5

Course Requirements:

Because of the intensive format of this course, students are expected to be present for all sessions. Any tardiness or absence will directly impact grades. Students are expected to participate actively in discussions and class exercises and written assignments. All reading assignments will be available online through the Portland State University Library's electronic course reserves. If you do not have regular access to a computer over the weekend of the seminar please copy all files in advance.

Final Paper:

The final paper will be an observation and analysis of group facilitation. You may observe any facilitated group process that involves one or two people conducting a meeting. Your paper will evaluate the session, comment on facilitator skills and choices, and explore any part of the group process that was or was not addressed effectively. You may conclude with your impressions about the facilitation, and any comments or suggestions you might have about how the facilitation could have been improved (or could have been conducted differently with different outcomes). Papers will be evaluated for clarity and content, and are expected to comply with the conflict resolution style of communication (as described in class). Please follow APA conventions.

Grading:

50% Class Participation
25% In-class assignments
25% Final Paper

Recommended Reading:

Bens, I. (2005). *Advanced facilitation strategies: Tools and techniques to master difficult situations*. San Francisco: Jossey-Bass.

Hunter, D. (1995). *The art of facilitation: How to create group synergy*. Fisher Books.

Kaner, S. (1996). *Facilitator's guide to participatory decision-making*. New Society Publishers.

Rees, F. (2005). *The facilitator excellence handbook* (2nd ed.). San Francisco: Pfeiffer.

Extra Credit Opportunities:

Students are encouraged to bring ice-breakers, warm-up exercises and/or energizers to share with the class during the weekend. Students who facilitate an exercise will be given 5 points of extra-credit. Students are also encouraged to bring in examples of facilitation-related exercises to share with classmates – a full sheet of examples will earn 2.5 extra-credit points (limit two sheets per student). These extra credit opportunities expire at the conclusion of Sunday's class.

Please notify instructor with any special needs for accommodation.
All reasonable requests will be accommodated in compliance with the ADA.