

Inter-Cooperative Council

2020 08-29 HP Facilitation Training, 1-3PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87031751078?pwd=dU9HemZBVlpmSVp0aFVRL0ZCOU9zdz09>

Meeting ID: 870 3175 1078

Passcode: gufflove

Agenda

1:00pm	Agenda Review Resources Introductions: Name, house, accessibility, role Icebreaker: What's a rose and thorn of quarantine	Patti, Director Education & Training, det@
1:20pm	Meeting Expectations: Zoom Tips and Tricks Poll: Best/Worst house, board, or committee meeting Brainstorm Goal: One thing I hope to gain from today?	Patti Notes doc
1:45pm	What are the Elements of a Good Meeting? <ul style="list-style-type: none"> • Role of a Member? • What is a Facilitator? • Responsibilities of the Facilitator 	Phoenix, VP for Education, vp.education@
2:00pm	Steps for an Effective Meeting <ul style="list-style-type: none"> • Agenda Planning • Sample 1st house mtg agenda/1st house mtg Sample • Breakout: What are you going to do? (10 mins) 	Anna Vanneste, VP for Diversity, vp.diversity@ Powerpoint
2:30pm	Facilitation Strategies and Practice <ul style="list-style-type: none"> • Keeping on topic • Supporting the group • Working with the group • Breakout: Practice 	Phoenix, VP for Education, vp.education@
3:00pm	Checkout, Pinecones, Evaluation + / Δ	Anna Vanneste, VP for Diversity, vp.diversity@

Resources

[Anti-Oppressive Facilitation](#) AORTA

[Basic Facilitation Tools](#) We Can Work It Out (Consultants we hired a couple of years ago to work w/ HPs)

[Basic Facilitation Skills and Vocabulary](#) WCWIO

[Facilitation Skills Checklist](#)

[First Committee Meeting Sample](#)

[Neuro-Inclusive House Meetings](#) from 2019-2020 Diversity Committee

[Tips for Naming, Intervening](#) as Facilitators AORTA

Agenda Review (PATTI)

Delegate Roles: Patti keep stack & time.

[Why review the agenda before beginning?]

We may need additional folks at various times throughout the afternoon to help with the training, including scribing.

[Why scribe during some parts of meetings?]

Resources

- First House Meeting
- [BoD meetings](#) - Send your members. [Member Guide](#)
- [Fall 2020 Training Calendar](#)

[Anti-Oppressive Facilitation](#) AORTA

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Introductions

Introductions: Name, house, accessibility, current work/school

[Why Introductions?]

Icebreaker

Icebreaker: What's a rose, (bud,) and thorn of quarantine been for you?

we do rose/bud/thorn at some house dinners! I encourage everyone to try it at a dinner, it really helps the first few dinners if no one is feeling chatty. We often do rose/bud/thorn as icebreaker/icemelter for meetings. Takes a bit of time but really lets you connect with folks.

[What's an icebreaker and why is it worth doing? What are some of your favorites and least favorites? Some of Patti's favorites: Bingo, Two Truths and a Lie, online personality test, Shields, Partner Introductions, Silly Questions]

Meeting Expectations

Meeting Expectations: Mute until called on by Facil, Raise your hand,
ZOOM Tips and Tricks

Brainstorm best/worst meeting (house, committee, board, work) [SCRIBE]

What are some of the elements of the BEST or WORST ICC meeting you've been to?

[What's a brainstorm and how's it useful?]

CHAT one thing you hope to learn today?

[SCRIBE]

What's one thing you hope to gain from today's conversation?

What are benefits of learning facilitation? Whether or not you act as facilitator at meetings you attend, building your facilitation skills will help you make your meetings or events better, more inclusive, and more fully democratic - AORTA

[What's a Go Round and how's it useful? How different from Popcorn? Other ways of engaging folks in the content that you've used in meetings?]

What are elements of a good meeting? (PHOENIX)

- Good member behaviors: prepared and engaged / [Member Guide to Board Meetings](#)
 - Meeting purpose?
 - Meeting structure: Informal vs formal
 - Participation expectations and agreements?
- What is facilitation?
 - The art of guiding conversation using established processes and procedures as well as directing the flow, attention, and power (per the CoCo manual, p 58)
 - A skilled facilitator makes your meetings better, more inclusive, and more fully democratic!
 - Helping a group to gain skills and knowledge
 - Empowering Group
 - Not about being in charge
 - Shared responsibility

What are elements of a good meeting that we generated above? Why are they helpful to have in a meeting?

- Roles of the Facilitator per CoCo Manual, p58
 1. Summarizer & Integrator
 - a. State the sense of the group as best you can discern it
 - b. Reflect back what you are hearing verbally and/or visually
 - c. Weave together diverse input

- d. List out sub-topics so each can be examined
 - e. State clearly any agreements for the record
- 2. Vibeswatcher
 - a. Awareness of emotional undercurrents, gleaned from tones, body language, intuition
 - b. Ask deeper questions
 - c. Call for breaks
- 3. Process Steward
 - a. Help group follow any process agreements or ground rules that are in place
 - b. Consider formats other than the default large-group discussion
 - c. Focus and safeguard the process so that others can mainly focus on the content
- 4. Peacemaker
 - a. If a conflict emerges, help each person feel heard, and seek common ground
 - b. Help people understand each other by translating information from a participant into terms that the other participants can also grasp
- 5. Keeper of the Stack
 - a. Keep track of whose turn it is to speak
- 6. Scribe
 - a. Write information up front large enough for everyone in the room to read it
 - b. Ensure someone is taking minutes for the record
- 7. Timekeeper
 - a. Keep an eye on the clock
 - b. Warn the group well ahead of any deadlines
 - c. Note again as the deadline draws near
- 8. Physical Preparation
 - a. Seating
 - b. Lighting
 - c. Airflow and heating/cooling
 - d. Supplies: markers, tape, easel, flip chart, chime (CoCo Manual p 58)

In summary, the responsibilities of the facilitator include:

- Creating the agenda
- Setting up the space
- Fostering group discussion
- Responsibilities of the Facilitator?
 - [Facilitation Skills Checklist](#)
 - Keeping on track with desired outcomes
 - Goals and roles
 - Communication
 - Conflict Management
 - Decision making/problem solving
 - Disrupt social power imbalance: Balances participation by empowering all to participate and share
 - Helps group toward agreement/decision by eliciting different points of view, concerns and support (challenge status quo - decisions are better informed by full range of input)

- Balances content and time
- Co-facilitator - so Chair (VP, HP, President) can also participate in meetings - otherwise they must ALWAYS play a neutral role...
- Rotate facilitation to share responsibility and power, show different styles, give more people an opportunity to gain and practice this useful skill
- Different kinds of “facilitation?” Presenter vs facilitator

Steps in putting together an effective meeting (ANNA)

- a. Develop the “container” for your meetings: communication agreements, decision making process
- b. Prepare a clear and well-constructed agenda. What’s this look like?
- c. Conduct the meeting (it’s good to rotate facilitation of the meetings to give others a chance!) Here are the general steps of the meeting:
 - i. Opening - helpful to do check-ins or an icebreaker of some sort
 - ii. The Facilitator might keep time and stack, or they might divide up roles with vibes watcher, [note taker](#). Can share responsibilities thru rotate alpha by first/last name, by birth date, something! Don’t wait for volunteers. Make it count as house labor.
 - iii. Discussion
 1. Process: Present proposal, clarifying questions, discussion, refinement, agreement
 2. Strategies: Brainstorming, Round Robin, Small groups, Fishbowl, Sharing Circle.
 3. Address systemic power imbalances: name it and describe it. Ask questions. Support leadership of marginalized voices. Create space for folks who’ve not participated
 4. Additional red flags might include: interruptions, people repeating themselves or others, individuals monopolizing the conversation, tone and body language look upset or checked out, back-and-forths between individuals
- d. Decision - How will you make decisions? In what form will proposals be handled? Best use of whole groups time? Method: Robert’s Rules? Majority vote? Consensus?
 - i. Figure out how to implement decisions, to-dos or assignments, next steps, action steps
- e. Closing, thanks, and evaluation (helpful to regularly evaluate the meeting structure & facilitation to make sure meeting members needs)

Agenda Planning

1. Agenda Planning
 - a. Allot enough time and stick to time
 - b. Flow and energy
 - c. Consider comm and personality styles in group
 - d. Set up the room, including agenda
 - e. Preparation is EVERYTHING
2. Presenter vs Facilitator
3. Purpose: Info, decision, or discussion?
 - a. If discussion, what's the goal? Surfacing concerns! Then determine the best format for getting the kind of info needed
 - b. First meeting of decision item is to surface concerns; 2nd meeting search for agreement
4. Adding items from the floor

Sample [1st house mtg agenda](#)

[1st house mtg Sample](#)

Breakout: What are you going to do? (10 mins)

Facilitation Strategies (**PHOENIX**)

1. Keeping on topic
 - a. Follow a thread - focused discussion
 - b. Respond to off-topic input - acknowledge and remind of focus
2. Supporting the discussion
 - a. Summarize - draw out the core or main points
 - b. Reflect or Synthesize - I think I heard you say x, did I get that right? It sounds like.. Are you saying... If I'm understanding you correctly...
 - c. Reframe - a charged statement in a more neutral way
 - d. Look for agreement - I'm hearing some concerns about x, but in general it sounds like the group is in support of z...
3. Working with the group
 - a. Surface & work concerns - What are the concerns with this? Can you tell me more about what you don't like about this idea...
 - b. Delegate - don't leave anything hanging! Delegate to committee, ad hoc, next meeting, specific member



4. Call for decision - when it seems that all concerns have been addressed. Are we ready to make a decision on this? It sounds like we've agreed on x, please confirm with a thumbs up. Any calls to reconcile?

PRACTICE

Person 1: Reads one of the prompts

Person 2: Practices the skill

The rest observe and offer specific, balanced feedback

Skills prompts for facilitation practice

Redirecting off-topic comments

TOPIC: Number of weekly meals

COMMENT: I know this isn't exactly on topic, but I'm wondering how we're going to be able to buy more local and organic food!

TOPIC: Should we spend our amenities money on a new couch?

COMMENT: I'm thinking we should be buying new dining furniture before we spend money on a couch.

TOPIC: Should we spend money on meat or other higher quality proteins for dinner?

COMMENT: I say we buy more fruit!

Clarifying Statements

TOPIC: Number of weekly meals

COMMENT: I think we should have as many meals as possible!

TOPIC: Should we spend money on meat or other higher quality proteins for dinner?

COMMENT: NO WAY! We shouldn't be spending any money on meat or fish (or fancy nuts or cheese.) It goes to the first 8 people who show up for the meal and makes it too expensive. I can't hardly pay my charges as it is!

TOPIC: Should we purchase more fruit

COMMENT: I'm all for local and organic food, but I'm really concerned about how we'll keep in budget!

Reframing or Synthesizing

COMMENT: I can't park! I work a late shift and when I get home the lot is ALWAYS full. There are people who don't even use their cars who are taking up a space from those of us who NEED to park here!

COMMENT: I am so mad that some people NEVER do their work and NOTHING happens to them. We haven't had the upstairs bathroom thoroughly cleaned in MONTHS. I get so frustrated I can hardly stand it!

COMMENT: Why do people insist on making so much noise after quiet hours! I have to be at work early in the morning and I can NEVER get enough sleep because insensitive bums are so loud.

COMMENT: I've always been concerned about the way we are thinking about the budget. It seems like we start out trying to cut back before we even talk about what we need to spend.

COMMENT: What the hell are we doing talking about buying a new couch! We should be working on keeping our charges low!

COMMENT: I can't believe the first house meeting is so long! We should just be covering the key items and getting it over with. Why are we even talking about drugs and nudity!

Closing: Checkout & Evaluation

Checkout - one new thing you're going to try?

Evaluation +/- Δ

Other things to consider and try

Relevant Topics for practicing:

Parking

Amount of meat in meals

Quiet hours

Missing work shifts (accountability)

Substance use in shared spaces

Safe space (language and inclusivity)

Nudity

Guests & access to the house

Guff/Non-guff food

Here's some strategies for Classic Facilitator Challenges

Additional Issues and questions

1. What were the worst issues we've experienced and how might we address them?
2. Brainstorm strategies to get people to attend?
3. Brainstorm strategies to get people to participate?
4. How to address when people take up more than their share of time/space?
5. How will you integrate new and existing members? (½ of house new on ave)
 - a. Five stages of group formation with any new members:
1 Form, 2 Storm, 3 Norm, 4 Perform, 5 Adjourn
 - b. Work holiday is a good way for folks to get to know each other (or other shared work).
Offer food and time to socialize at beginning or end. Organize groups of workers

- c. Meet regularly in house meetings (and officer meetings) and provide get-to-know-you opportunities

Meeting Formats

1. [Think, pair and share](#)
Concentric circles
2. [Small groups](#), break out groups
World Cafe
3. [Triads](#)
4. [Fishbowl](#) & Role Play
5. Round Robin & Popcorn
6. [Brainstorm](#)
7. Straw Poll & Dot Storm
8. [Large group discussion](#)