

# ERASMUS+ SPORT4CD PROJECT

## TRAINING COURSE

Title		Facilitation skills
Description of the exercise		<ul style="list-style-type: none"> <li>An exercise to develop group facilitation skills.</li> </ul>
Theme		<ul style="list-style-type: none"> <li>Facilitation</li> <li>Involvement</li> <li>Interaction</li> <li>Group Building</li> </ul>
Group size	4+	
Age range	16+	
Complexity	1	
Time	3 h.	
Objectives		<ul style="list-style-type: none"> <li>Develop co-operation , communication and involvement between participants</li> <li>Create a conducive environment to build group relations</li> <li>Start a dialogue and talk about your fears whilst at the same time shed light on circumstances under which these fears are less severe</li> </ul>
Materials		<ul style="list-style-type: none"> <li>Flipchart</li> <li>Sheets of coloured paper or big post-it</li> <li>Markers</li> </ul>

- Paper tape

#### Preparation

- The participants will be seated in a circle.
- Stick empty posters on the walls

#### Instructions

In the first part of the exercise, ask all the participants to write on post-its, with felt-tip pens, ideas that, according to them, makes it easier to communicate in a group, ie aspects a facilitator must take into account.

We will then look at post-its on one of the posters attached to the wall. Try, with the participants, to create categories. We suggest dividing the contributions into five areas:

- To - Creating the group, defining the reasons, the internal "rules", etc .;
- B - Facilitating communication in the group;
- C - Managing conflict;
- D - Facilitating decisions and action.

In a fifth poster, instead, put:

- E - Skills and soft skills of the facilitator.

In the second part, actively explore the different factors that have been identified; this will not be a theoretical, but practical exercise. For example, when talking about how to encourage everyone's participation, and discussing it, organize a quick role play in the group. Some of the main factors that to analyse and share are:

- A - Creating the group: Knowing how to communicate the purpose of the group; create shared ground rules, etc.
- B - Facilitating communication within the group: being aware of one's position as a facilitator (non-verbal communication); active listening; encouraging those who do not participate and limiting those who take too much time; etc.
- C - Managing conflict; the various conflict management techniques and approaches.
- D - Facilitating decisions and actions shared in the group: the facilitator helps to form and structure the ideas that emerged.

After sharing these areas, the group is divided into groups of 4 or 5 people. Each of the participants is assigned a secret feature; for example: "you are a migrant woman who does not speak the language of the country where you live"; "you are an aggressive

person"; etc.

The groups have a task, and in turn the participants act as facilitators. Everyone will play the role that has been assigned to him, posing challenges and problems for the facilitator. During the facilitation, however, the other participants can make suggestions, putting themselves in the position of the facilitator and suggesting other solutions.

**Debriefing  
and  
evaluation**

- Was everyone involved?
- Has everyone been able to experiment with different methods of facilitation?
- Has the group succeeded in its purpose?

**Tips,  
considerations  
and safety**

- Usually the participants will tend, during the role play, to explain what they intend to do, rather than act on it. The role of the facilitator is to invite them to experience it practically.

**Author and  
references**

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Exercise based on the principles of "Ecological Communication", by Jerome Liss.

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- Dacorum Council For Voluntary Service, United Kingdom
- Associação Recreativa Cultural E Social De Silveirinhos, Portugal
- Association Of Citizen Work In Progress – Radovi U Toku, Serbia

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