

Atlantic States Marine Fisheries Commission

Workshop: Principles and Practices of Group Facilitation

Monday, March 21 or Tuesday, March 22, 2016

8:45am-5:00 pm

The Westin Alexandria | 400 Courthouse Square, Alexandria, Virginia | (703) 253-8600

AGENDA

Workshop Purposes:

- ⇒ To study key philosophies of process-based facilitation
- ⇒ To explore best practices

Workshop Plan (as of 3/16/2016):

NOTE: The times listed are approximate; the order in which these items will be presented is subject to change; other items may be added or removed as necessary.

<i>GATHER</i>	8:45-9:00am
1. Workshop Opening <ul style="list-style-type: none">⇒ <i>Welcome</i>⇒ <i>Overview</i>⇒ <i>Introductions</i>	9:00-9:25am
2. Understanding Group Facilitation <ul style="list-style-type: none">⇒ <i>What is it?</i>⇒ <i>IAF core competencies</i>⇒ <i>Roles</i>⇒ <i>Basic skillsets</i>	9:25-9:50am
3. Laying the Groundwork – Planning and Preparation <ul style="list-style-type: none">⇒ <i>The meeting purpose</i>⇒ <i>The right participants</i>⇒ <i>Planning the work and agenda development</i>⇒ <i>Preparing participants</i>⇒ <i>The meeting space and supplies</i>	9:50-10:20am
<i>BREAK</i>	10:20-10:30am
4. Setting the Stage – The Important Opening <ul style="list-style-type: none">⇒ <i>Before the opening</i>⇒ <i>What to include</i>	10:30-11:00am
5. Guiding the Process – Keeping Focused and On-Task <ul style="list-style-type: none">⇒ <i>Process-based approach</i>⇒ <i>Transitions</i>⇒ <i>Instructions for each process</i>⇒ <i>Managing the workflow</i>⇒ <i>Manage the group dynamics</i>⇒ <i>Managing yourself</i>	11:00am-12:00pm
<i>LUNCH</i>	12:00-12:45pm

6. Preparing for Group Decision-Making ⇒ <i>The decision process</i> ⇒ <i>Types of decisions</i> ⇒ <i>Asking questions</i> ⇒ <i>Consensus</i>	12:45-2:00pm
7. Managing Interventions and Dysfunction ⇒ <i>Recognizing dysfunction</i> ⇒ <i>Disagreement and conflict</i> ⇒ <i>Prevention and preparation</i> ⇒ <i>When to intervene</i>	2:00-3:00pm
BREAK	<i>3:00-3:10pm</i>
8. Concluding the Meeting – The Important Closing ⇒ <i>What to include</i> ⇒ <i>Time extension</i> ⇒ <i>After the closing</i>	3:10-3:30pm
9. Give it a Go (<i>Time Permitting</i>) ⇒ <i>Practice</i>	3:30pm-4:30pm
10. Workshop Closing ⇒ <i>Review</i> ⇒ <i>Reflection</i> ⇒ <i>Next Steps</i>	4:30-5:00pm