
Jubilee Centre

“Daring to be Salt of the Earth and Light of the World”



Guidelines for Facilitators

Thank you for being involved in Jubilee Centre’s activities. This sheet is provided to help you prepare to lead and facilitate groups and meetings.

Facilitation

Often teaching involves the sharing of information in one direction – from teacher to student. Facilitation involves the sharing of information in several directions – between the facilitator and the group and among the members of the group. Education should be liberating and build the confidence of participants by doing it themselves. Rather than giving answers, education should aim to increase the learners’ ability to identify problems and their causes, and find solutions to them. It is a process of sharing ideas and learning together.

The role of a facilitator

A facilitator is someone who:

- **recognises the strengths and abilities** of individual group members and helps them to feel comfortable about sharing their hopes, concerns and ideas
- **supports the group**, giving participants confidence in sharing and trying out new ideas
- **asks questions** that encourage new ways of thinking about and analysing their situation
- **values diversity and is sensitive** to the different needs and interests of group members. These differences might be due to gender, age, profession, education, economic and social status
- **leads by example** through attitudes, approach and actions.

What makes a good facilitator?

A good facilitator has certain personal characteristics that encourage group members to participate. These include humility, generosity and patience, combined with understanding, acceptance and affirmation. These are gifts that we would all do well to develop. For further tips of facilitation see resources under *Facilitation skills*

Facilitation skills

Skills of a good facilitator include:

- listening to others
- communicating clearly
- checking understanding, summarising and drawing together different ideas
- thinking and acting creatively
- managing people’s feelings
- encouraging humour and respect
- being well prepared whilst remaining flexible
- keeping to time without being driven by it.

Taken from *Facilitation skills – Footsteps 60* by Tearfund

Participation

Participation is to be encouraged when facilitating as it encourages involvement and deepens understanding and learning. Participatory approaches to learning are active approaches that encourage people to think for themselves. Participants actively contribute to teaching and learning, rather than passively receiving information from outside experts, who may not have local understanding of the issues. The approach encourages people to share information, learn from each other, and work together to solve common problems.

The use of *games* and *ice breakers* can help people to get know each other and to relax. You could use *energisers* as fun activities that help to refresh people – they do more than just wake people up! For lots of ideas of games and energisers, as well as participatory learning ideas see resources under *Participation ideas* and *Facilitation skills* below.

Preparation

Careful preparation for a workshop helps to build the confidence of the facilitator and ensure that participants have the best possible learning experience. The structure of the workshop must be planned, as well as the individual sessions.

When preparing for the general structure of the workshop:

- Include **introductions** that include the opportunity for participants to get to know each other, clarify the expectations of the meeting, and set ground rules and a schedule for the workshop.
- It may be beneficial to work in a **small and a large group**. Decide what activities are best done with small groups, which can be faster and more intimate, and which activities are best to be done with the entire group together, allowing for a broad range of inputs.
- Provide time for a **summary** of the last session at the beginning of the day or session. This can be done by participants.
- During each session, **prepare materials and rehearse** the sessions in advance. This ensures the instructions for small group work are clear and the session can run smoothly.
- During each workshop, save time to create an **action plan**. This is for participants to clarify what concrete steps they will take after the workshop in order to use the new skills and knowledge they have gained.
- At the end of the workshop, **evaluate** what was accomplished to assess the strengths and weaknesses of the workshop. You can do this through questionnaires, role play, story telling, or a visual tool.

Consider this:

Divide the day into several sections around breaks and meals

Decide when various themes should be addressed

Keep momentum going by having a goal in sight.

Schedule time for learning through presentations that give information on a particular topic.

Deal with logistics such as equipment, budgeting and documentation of the workshop in advance.

Adapted from A Facilitators' Guide to Participatory Workshops with NGOs/CBOs responding to HIV/AIDS – by Alliance

Responding to group dynamics

Whilst leading and facilitating, be mindful of the group dynamics and cultural issues that may not be immediately obvious. In particular:

- bear in mind **gender imbalances** – ensure everyone is treated equally
- be aware of **power imbalances** in the group – encourage people of different gender, social and professional backgrounds to work as equals.
- be aware of **your own power** in the situation – as a facilitator, and probably an outsider, you will hold significant power.
- **balance participation** - encourage quiet participants to speak and dominant ones to respect others.

Top tips:

Encourage active listening and good questioning

Communicate clearly - talk slowly and clearly; use language that is simple and appropriate; provide clear guidance and instructions

Sum up often - reflect on people's comments rather than your own opinions and highlight where there was agreement or differences

Keep the work practical and relevant

Keep activities focused and on track.

Avoid crises - deal with any problems as they arise and work with the group to resolve them.

Encourage all group members to contribute.

End by summarising the discussion and agreeing action points.

Further resources

The following resources provide good background reading for leading and facilitating, as well as the issues important to Jubilee Centre's work – they are available in the JC library or to download as explained below:

Facilitation skills:

- **A facilitator's guide to participatory workshops with NGOs/CBOs responding to HIV/AIDS** by AIDS Alliance – webpage: www.aidsalliance.org/sw7455.asp (Download [PDF](#))
- **Facilitation skills** – Footsteps 60 by Tearfund – webpage: <http://tilz.tearfund.org/Publications/Footsteps+51-60/Footsteps+60/> (Download [PDF](#))
- **Facilitation Skills** - PILLARS workbook – webpage: <http://tilz.tearfund.org/Publications/PILLARS/> (Download [PDF](#))

Participation ideas:

- **100 ways to energise groups** – Games to use in workshops, meetings and the community both by AIDS Alliance – webpage: www.aidsalliance.org/sw7452.asp (Download [PDF](#))
- **Tools together now!** – 100 participatory tools to mobilise communities for HIV/AIDS by AIDS Alliance – webpage: www.aidsalliance.org/sw36326.asp (Download [PDF](#))

Bible Studies:

- **Guide Our Steps** – 101 participatory Bible studies on development issues by Tearfund – webpage: <http://tilz.tearfund.org/Publications/Guide+our+steps/>

HIV/AIDS issues:

- **AIDS and You** by Patrick Dixon; introductory book into HIV/AIDS. View online at: www.globalchange.com/aidsandyou/A+Y-Open.htm
- **Responding more effectively to HIV and AIDS** - PILLARS Guide by Tearfund – webpage: <http://tilz.tearfund.org/Publications/PILLARS/> (Download [PDF](#))
- **HIV and AIDS: taking action ROOTS guide** by Tearfund – webpage: <http://tilz.tearfund.org/Publications/ROOTS/> (Download [PDF](#))

Church and community mobilisation:

- **Partnering with the local church** ROOTS Guide by Tearfund – webpage: <http://tilz.tearfund.org/Publications/ROOTS/> (Download [PDF](#))
- **Mobilising the church** PILLARS workbook all by Tearfund – webpage: <http://tilz.tearfund.org/Publications/PILLARS/> (Download [PDF](#))
- **Mobilising the community** PILLARS workbook by Tearfund – webpage: <http://tilz.tearfund.org/Publications/PILLARS/> (Download [PDF](#))

JUBILEE CENTRE

'Daring to be Salt of the Earth and Light of the World'

Website: www.jubileecentre.org

Email: mail@jubileecentre.org Tel: +260 (0)2 681 482 / 681 172

Address: PO Box 70519, 30 Lualaba Road, Kansenshi, Ndola, Zambia
