

Facilitators training - programme

Time	Section	Description	Who	Activity type	Mins	Resources
10:00	Welcome and Housekeeping	Background to True Nth Project	HB	Verbal presentation	10	
10:15	1. Underlying theory: Establishing groups	Purpose of day: Group expectations - small groups / pairs	CM	Group discussion	5	Post It notes/Flipchar
	1. Underlying theory: Establishing groups	Purpose of day: Introduce group (round robin)	CM	Group discussion	20	
	1. Underlying theory: Establishing groups	Theory of establishing groups - Adair work	ND	Presentation	10	PowerPoint
	1. Underlying theory: Establishing groups	Pre work exercise 1 discussion. Theory - how does this fit into practice	CM	Group activity	10	Handout
	1. Underlying theory: Supported Self Management	Presentation - John Heron work	ND	Presentation	10	PowerPoint
	1. Underlying theory: Establishing groups	Exercise 2 - group discussion. Barriers to SSM.	CM	Group discussion	10	Handout Reference List
		TOTAL			75	
11:15	Tea break					
11:30	2.1 Advanced facilitation skills: Questions	Post it note game. Difference between open and closed questions.	HB	Game	5	Post It notes
		Group discussion on use of open and closed questions	CM	Group discussion	5	
		Question funneling worksheet. Symptom - 4 levels of question	HB	Pairs	5	Handout
	2.3 Advanced facilitation skills: Use of reflections	Introduce simple, paraphrase, summary and blending. What they are. Show clip. Ask group why we do them.	ND	Presentation	20	PowerPoint ?Video clips

		Worksheet. Match statement to technique. Give an example of	HB	Group activity	10	Handout
	2.3 Advanced facilitation skills: Good intentions into practice	SMART. What where when? 3rd person validation - examples.	CM	Presentation	15	Handout & Flip Chart
	2.3 Advanced facilitation skills: Good intentions into practice	Exercise: Get them to set a goal.	CM	Group activity		Handout & Flip Chart
	Advanced facilitation skills: Promoting problem solving	Show video clip. Group exercise - solving a problem.	HB	Group activity	30	scenarios for group
		TOTAL			90	
13:00 Lunch						
13:45	3.2 Providing support within the group: Encouraging facilitation - body language	3 minute Video clip.	ND	Presentation	5	Video clip on body language
		Discussion re video. Body language	ND	Group discussion	10	
	3.2 Providing support within the group: Encouraging facilitation - dealing with	2 minutes more of video	CM	Presentation	5	Video clip on domination
		Discussion re video. Domination	CM	Group discussion	10	
	3.3 Providing support within the group: Encouraging facilitation - dealing with	2 minutes of video	HB	Presentation	5	Video clip on conflict
		Discussion re video clip. Conflict	HB	Group discussion	10	
		Role play	HB	Group activity	10	Scenarios on a handout
		Relaxation exercise	ND	Group activity	20	Handout
		TOTAL			75	

15:00 Tea break

15:15	4.1 Practicalities: Resources	Refer to toolkit, facilitator manual, 10 steps etc., follow up call.	CM	Group discussion	5	Handout
	4.2 Practicalities: Selection criteria	Who is appropriate to place together in a group?	ALL	Group discussion	12	
	4.3 Practicalities: Quality control, facilitator reflection and support	QA form, reflection debrief and support, peer review, patient evaluation forms, toolkit	ALL	Group discussion	12	
	4.4 Final Q&A /discussion	Refer back to the Group expectations identified in session 1	ALL	Group discussion	15	Post It notes/Flipchar
		TOTAL			44	

16:00 Close