



# FACILITATING WITH EASE

Thank you for participating in the Community Futures on line training program as a facilitator. In your role as a facilitator, you will help the participants to learn, explore and change using the materials provided. We hope the following tips enhance your ability to increase the group's effectiveness and empower participants to learn.

## **Tips for using the Board Training Modules:**

- The on line modules have been developed to ensure quality experiential learning. You are encouraged to become familiar with the unique format that will help you guide participants through the module. You will notice that the module is visually divided into four quadrants. The top left shows the speaker. The bottom left allows you to monitor the progress of the presentation slides. The top right includes the presentation slide that corresponds with the speaker's comments. The bottom right consists of three tabs: Info, Questions and Documents. The documents tab contains the material that the participants are encouraged to download so that they may take notes, participate in discussions and have reference materials allowing them to follow up after the completion of the module.
- In order to ensure that participants take ownership over their own learning, encourage note taking that may help participants clarify their own understanding of key concepts.
- The on line modules have been specifically designed to allow you to pause at critical points in the module. In fact, the speaker will direct you to pause the presentation and lead exercises throughout the module. However, you may pause at any time during the presentation. This will allow you to persuade participants to explore key concepts and engage them in the subject matter, planting the seed for setting individual goals for development and action at the end of the module.
- Each Community Futures organization is unique and may vary in its complexities and characteristics. Encourage the participants throughout the module to relate the concepts learned to their organization.
- Modules in the series are integrated and therefore the speaker may refer to subject matter contained in other modules. This may illicit questions pertaining to that subject matter. It will benefit you to be familiar with the information contained in the other modules.
- The slides are user friendly and in many cases refer to the participant workbook page numbers for ease of guiding participants through the information.
- Due to time constraints, the speaker will not go through every page of the workbook. In fact, the speaker will encourage the participants to review specific material at their convenience or suggest that it is ideal reference material.
- You are advised to assess participant comfort with skipping through the materials as suggested. If you sense uneasiness in the audience, please feel free to use the

pause function and answer questions or time permitting, go through the material briefly, enhancing the speakers presentation.

- The speaker will ask that you pause at key points so that participants can engage in exercises, which may consist of reflection, case studies, question/answer and/or group discussion. Be familiar with the exercises and the learning objective associated with these. These are opportunities for the participant to relate the concepts to their particular Community Futures organizations, discuss suggestions for action in their organization and offer insights based on their learning.
- As you know, each group is unique and the experience, knowledge and level of involvement of the participants will dictate the flow of the session. Keeping a keen eye on timing will allow you to identify areas that you may have to progress through quickly or alternatively, areas that you have the luxury to encourage greater discussion and thought. Even in areas that you have to move through quickly, ensure that it does not seem like a quick tour and overall, the module allows for adequate exploration by the participants.
- At the end of the module, allow the appropriate time so that participants can take stock of what they have learned, and discover possibilities that can be incorporated into goals that will lead to their and their Community Futures growth and development.