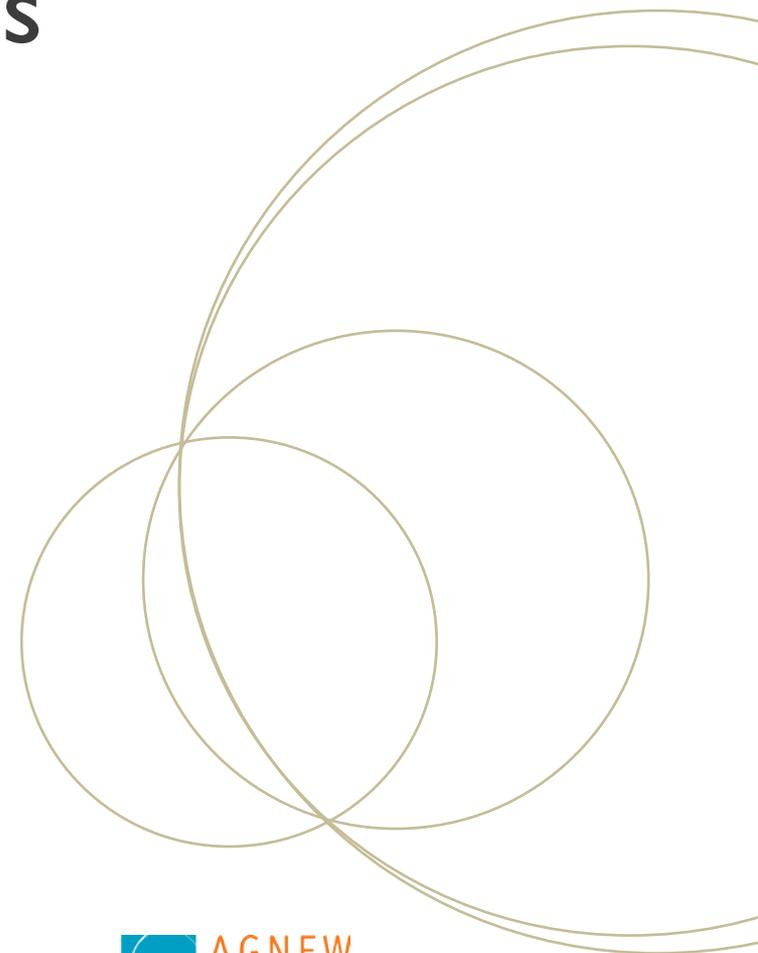


Basics of Effective Facilitation for Coalitions



Division of Behavioral Health
Prevention Grantees Training
February 4, 2014

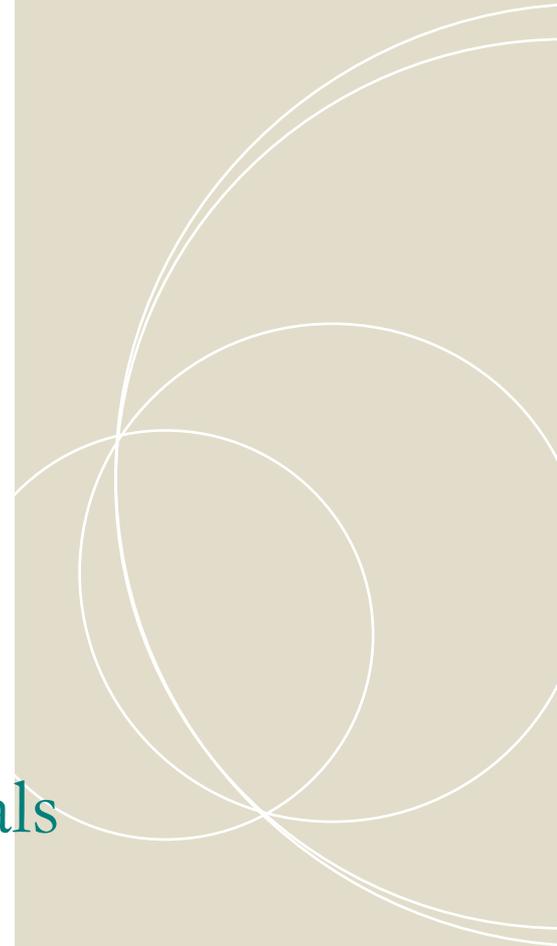
Learning Objectives

- Prepare for the meeting to set yourself up for success
- Facilitation tips and trouble shooting
- Introduce exercise for you to try with your coalition or colleagues to practice facilitation



Prepare for the meeting to set yourself up for success

- Identify the purpose of the meeting
 - Update or work session?
- Identify who needs to attend
 - Members and special guests
- Identify roles and responsibilities
 - Role of the chair vs. staff
- Develop and circulate agenda and background materials
- Logistics: location, scheduling, materials



Prepare for the meeting to set yourself up for success

- Identify the purpose of the meeting
 - At the end of the meeting, what do you want to achieve?
- Given the purpose, identify who needs to attend
 - Who needs to be there to report on action items from last meeting?
 - Who needs to be there to voice issues and discuss?
 - Who needs to be there to make decisions?
 - Who needs to be there to assign action items?
 - Who does not need to be there?

Prepare for the meeting to set yourself up for success

- Identify roles and responsibilities
 - Facilitator
 - Note taker
 - Logistics support
 - What is the role of the chairperson of your coalition?
 - What is the role of the staff person for your coalition?

Prepare for the meeting to set yourself up for success

- Develop and circulate agenda and background materials
 - Internal agenda with notes for chairperson and staff
 - Identify background materials and time for group to review
 - External agenda
 - Time slots
 - Identify outcomes
 - Invitees
 - Action items

Prepare for the meeting to set yourself up for success

■ Logistics

- Scheduling: to Doodle, or not to Doodle?
- Physical location, teleconference, video conference
- Food and refreshments
- Circulate agenda and materials
- Meeting reminder
- Follow up
 - Notes
 - Action items

Facilitation tips and trouble shooting



Facilitation tips and trouble shooting

- Prepare the group
 - Ground rules: which ground rules does your coalition observe? Have you agreed to them?
 - Introductions + Welcome
- Follow the agenda
 - Keep your eye on the clock and be ready to adjust
- Focus on summarizing and identifying results
- Reiterate next steps clearly
- Respect everyone's time: start and end on time



Facilitation tips and trouble shooting

- What to do when someone talks too much?
- What to do when someone goes into too much detail?
- What to do with people who distract?
- How to use committees and work groups?
- Other situations to discuss?

Role Play! Practice with your Coalition

- Give roles to participants
 - Chair person is facilitator
- Run 10 minute meeting
- What worked?
- What didn't?
- If time permits, do it again with different people



Thank you!

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Visit us and learn more

<http://www.agnewbeck.com>

Upcoming Training Opportunities

- **Tuesday, February 18th from 1-3 p.m.** Karen Benning, Agnew::Beck Consulting & Sylvan Robb, Information Insights will present the next webinar in the sustainability series *Determining What to Sustain: Part 2*.

