

HOW TO SPEND A MILLION BUCKS @ YOUR LIBRARY

LEARNING FACILITATION SKILLS



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Definition of Facilitation

Facilitation. Noun.

“The act of making easy or easier.”



What is the Interaction Method?

The Interaction Method is...

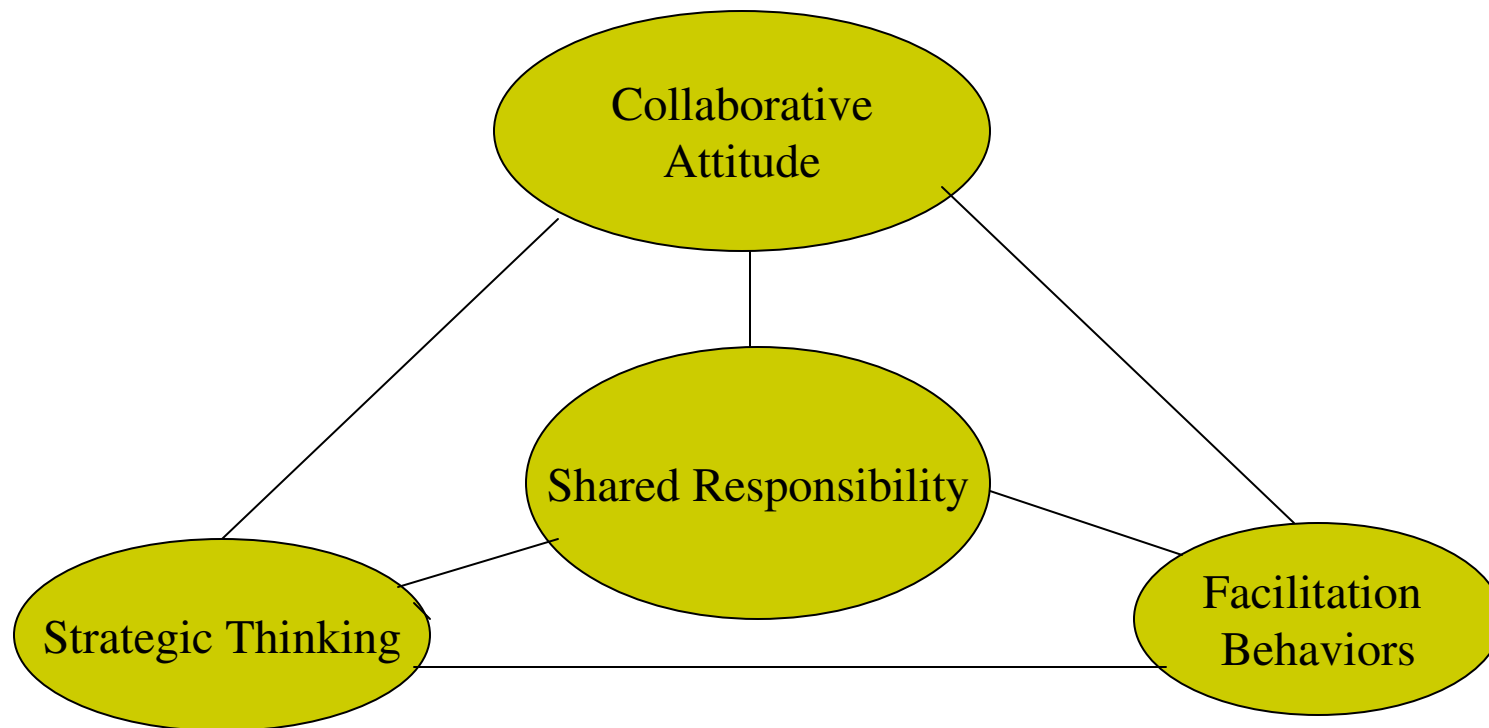
“A facilitated approach for building understanding and agreement among people.”



What Facilitation Can Help You Do

- ❑ Guide Groups toward their objectives
- ❑ Assist People in Building Understanding and Agreement
- ❑ Bring out the best in all group members
- ❑ Demonstrate the power of facilitation at work, at home and in your community.

THE INTERACTION METHOD





The Three Interactive Processes

- a collaborative attitude
- strategic thinking
- facilitative behaviors



What is a Meeting?

“A forum called on a specific topic or number of topics to achieve a certain outcome.”



BUILDING AN AGREEMENT

- Present a proposal
- Check for understanding?
- Check for agreement



STAGES of a DISCUSSION

□ **Open**

- Gather information on your topic(s) and Clarify the information

□ **Narrow**

- Narrow your options to work towards solution

□ **Close**

- Select the best approach by consensus



AVOIDING CONFLICT

- Agree on the intended outcome of the meeting
- Understand everyone's role in the meeting
- Have a clear agenda
- Set up ground rules

Let's Spend a Million Bucks!!!

