

Facilitation Skills

SUBJECT OVERVIEW

What is Facilitation?

Group facilitation is the art and science of managing group sessions and the group developmental process. It involves guiding a group of people through a series of phases - forming, storming, norming, performing and adjourning while using a specific set of skills and tools as identified by Bruce Tuckman in 1965.

What are Good Facilitators?

Good facilitators create an environment in which group members share ideas, opinions, experiences, and expertise in order to achieve a common goal. Good facilitator's possess a variety of qualities and skills.

Some of the qualities spring from such innate personality traits as being able to recognize one's own biases while remaining neutral, enjoying interaction with diverse groups, and inspiring trust among group members. Although some people possess a natural talent for facilitation, most develop their skills through formalized training, hands on experience with groups, and guidance from experienced facilitators.

What are Good Facilitation Skills?

Listed below are some basic skills that many people use when they facilitate groups. They are organized according to Bruce Tuckman's theory of group development that describes the evolution of groups from their beginning to their ultimate conclusion and is based on the activities of successful group level interventions as follows:

1. Establishing Group Orientation
 - Getting the Group Acquainted
 - Encouraging Group Participation
2. Developing Group Structure
 - Determining Group Interactions
 - Managing Group Conflict
3. Maintaining Group Agreements
 - Setting Group Norms
 - Building Group Cohesion
4. Accomplishing Group Tasks
 - Reaching Group Consensus
 - Meeting Group Objectives
5. Providing Group Closure
 - Engaging Group Feedback & Next Steps
 - Acknowledging Group Work & Session Wrap-up

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CONNECTION TO HIV PREVENTION

Group facilitation is key to successful group level HIV prevention interventions because a skilled facilitator smoothes the way for group members to brainstorm options, identify variable solutions, and develop and implement actions plans that reduce their risk for the acquisition or transmission of HIV. Some of the current interventions that include or are based primarily upon this skill set are Real AIDS Prevention Project (RAPP), Popular Opinion Leader (POL), Healthy Relationships, and Community PROMISE. Each of these interventions requires staff to be versed in group facilitation so that the intervention can be implemented successfully.

HOW TABONO CAN HELP

Tabono provides capacity building assistance (CBA) in order to strengthen your HIV prevention interventions and strategies. We can help you with the HIV prevention subject area as follows:

1. **Information Transfer** - Tabono can provide you with current information about group facilitation skills. Our fact sheets are one way we get you the information you need.
2. **Skills Building** - Tabono can develop a workshop or training for you on group facilitation skills. Our trainings and workshops are developed to the specific needs of your staff and are highly interactive and participant centered.
3. **Technical Consultation** - Tabono can connect you to experts who can help you identify or assess group facilitation skills for planning your current programs. We offer phone, email and/or face-to-face service - whatever is most convenient for you.
4. **Technical Services** - Tabono can help you select or incorporate group facilitation skills to meet the needs of your programs. Our CBA tools are simple, quick and easy to use.
5. **Technology Transfer** - Tabono can provide you with access to the latest information, skills and resources related to group facilitation skills. Our resource sheets help you keep up-to-date on the latest information.

For more information and to see the Fact & Resource Sheets, CBA Tools and training schedules for RAPP, POL and other HIV prevention subject areas, go to our web site at www.etr.org/tabono.

HOW TO GET ASSISTANCE

Contact your project officer first to discuss your CBA needs and name the Tabono Project as a potential provider.

Go to the CBA Request Information System (CRIS) and submit your request.

Contact Robert Terrance, CBA Specialist, for more information.

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