

PENNSYLVANIA TRAINING FOR FACILITATORS WORKSHOP

Day 1 Session 1

Objective - Overview and Modeling; the basics of AVP facilitating Lead Team

Hours: 8:00 am – 12:30 pm (including lunch break)

___ 05 General Introduction. Begin with welcome and introduction of facilitation team. The main objective of this workshop is to present the first phase of training for participants to become effective AVP workshop facilitators. Participants will learn by observing experienced facilitators and practice leading the exercises they have already experienced so that new people can experience AVP. The Lead Team will lead the first session and then coach while teams of participants facilitate exercises in this three-day workshop. Unlike the Basic and Advanced workshop, participants in this workshop do not have the option to pass since facilitators need to be willing to take risks and trust in the process and fellow participants.

No one is an expert in the field of nonviolence. The facilitator's job is, therefore, to create an environment for participants to experience community, affirmation, cooperation, communication, and conflict resolution problem solving. By drawing on their inner resources the participants find answers to problems presented in the workshop and feel empowered to handle conflict nonviolently.

___ 05 Agenda Preview. Explain why we preview the agenda. It's like doing a quick commercial for upcoming shows, getting people interested. It also enhances comfort level, which is important in creating a safe environment for taking the risk of trying new approaches to conflict. Finally explain reasons for evaluations that give participants power to change the agenda, and provide encouraging and constructive feedback to facilitators. Do preview.

___ 10 Adjective Name Exercise. Ask each person to choose a positive adjective that starts with the same sound or rhymes with their first name. Give examples. (Invite everyone to change their name as an

indication of growth or change in their lives; add gesture to go with name for variety) Go in circle, each person repeating all previous names from the beginning. Group will help anyone who gets stuck in either selecting their name or recalling others. This is not a test. Give a minute to think.

___ 05 Opening rap. Indicate that this is a review for people in this workshop, but that is important to clearly present in Basic Workshops. AVP history and general philosophy. AVP has Quaker connections; it does not have Quaker requirements. This is experiential rather than theoretical (not like a history class where you learn by taking notes and memorizing them). We don't bring answers. We sit in a circle to convey a sense of equality. Facilitators are like participants. We lead rather than lecture. The success of this workshop is dependent upon participation. People can participate by sharing their thoughts and feelings and by sharing stories from their own experience.

Overview of a workshop: Over these 3 days, we will experience building and belonging to our own workshop community. We will give each other and ourselves compliments and affirmations. We will cooperate to achieve win/win resolutions and group goals. During part of the workshop, we'll learn how to communicate better for the purpose of talking out our problems and resolving conflicts through peaceful means. Underlying these actions is the belief that if you "Think Transforming Power" you can change a potentially violent situation into a nonviolent one.

___ 10 Gathering Question: Explain why we start each session with a gathering question and what sort of response is expected. It is a good way to get the whole group thinking about the main topic of the session and helps build trust by allowing people an easy way to share a brief personal experience or insight. Say and model response for the question: What's one reason I'm excited about doing an AVP Training for Facilitator's workshop. Say adjective name then respond.

___ 05 Ground rules: Explain why it is important to brainstorm or review ground rules near the beginning of every workshop.

Review ground rules and gestures: 1) slap both thighs repeatedly with hands to signal a putdown ("ouch") or violation of some other ground rule, 2) raise both arms up and rotate hands ("stars") to non-verbally praise someone for a particularly notable statement or action, and 3) facilitator will raise one hand high up to call for quiet, others should follow suit until the room is completely silent. Explain house rules: a participant must attend all sessions to receive certificate unless he has a reason to miss part of the workshop that is deemed excusable by your group. Bathroom and other breaks should be taken only when scheduled or absolutely necessary.

___ 05 Light & Lively. Explain that these are cooperative games that some may consider silly but help make people feel equal and interact in a playful way. Wake up in the Jungle (F-17)

___ 10 Share manual. Display manual and describe the table of contents. Explain that each participant will have a chance to use the manual to lead their exercises, after we divide up in teams at the end of this session.

___ 05 Break

___ 20 Brainstorm: What are the qualities of a good facilitator and characteristics of an effective facilitation team?

___ 30 Affirmation in Pairs (E-5). Ask participants to answer the question: "What are my best qualities and experiences that will make me a good facilitator?"

___ 30 Team Appointments and preparation. Divide the group up into 4 teams. Explain that one (or two) members of the Lead Team will join each participant team as a coach. Ask each team to give themselves a name (as a form of teambuilding). Each team will receive an agenda for a typical session in a Basic Workshop that their group will lead for the rest of the group. They should stick to the theme of their assigned agenda, but they may make substitutions for particular exercises. Someone on the team is to write up their agenda on newsprint. Explain and demonstrate "clinic."

___ 40 Break for lunch

___ 05 Light & Lively: Machine (F-12)

___ 15 Basic elements and skills for leading a workshop. The role of the lead and other facilitators in preparing an agenda. Tips for presenting and processing an exercise (E-

2&3). Helping out a teammate in need. Dealing with distracting participant behavior (will be covered on the third day of this workshop). Giving and receiving feedback. The importance and types of team clinics and self-evaluation.

___ 20 Demonstration of a Facilitation team self-evaluation. Model this process with three members of Lead Team. Each team member will take a turn saying something positive about the session or workshop just completed (make up something, not based on actual session in progress). The comment should focus on how the team did as a whole, not focusing on an individual. Next each team member will say one thing they think they did well and one thing they would like to do better in the future. Next team members will take turns giving positive and constructive feedback to other team members with a focus on one team member at a time. Explain that the coach attached to each team will facilitate this process for their team at the end of their session in an open clinic in the middle of the room. Explain that participants who are not part of the team doing their self-evaluation will not join this process.

___ 10 Evaluation of Session 1: Explain the purpose and format for an evaluation. It's a chance for participants to give affirmations and constructive feedback to the facilitators about what they liked, didn't like and share ideas about how exercises might be improved. It is not an opportunity for facilitators to defend themselves or promote a discussion of feedback offered. Only major exercises should be evaluated. (i.e. Don't evaluate agenda preview, gathering question and light and livelies).

___ 15 Break – Participants gather in teams to make any final preparations before the first practice session.

Session II

Objective – Learning cooperation and building community Team One
(Coach _____)

Hours: 1:00 pm – 4:00 pm

___ 10 Agenda preview and review ground rules

___ 10 Gathering question: "One time I felt part of a community was (or choose your own)

___ 40 Concentric Circles (E-19)

Choose three simple self-esteem topics from the manual, questions such as "One time when I helped someone else and felt good was.....", "One time I felt respected by others was when", "One time when I was a good friend to someone when it was hard was....." or choose your own questions. Debrief by asking how it felt and why we would include this exercise in a conflict resolution workshop.

- ___ 10 Brainstorm: What are the characteristics of a positive community?
- ___ 05 Light & Lively: Crocodiles and Frogs (F-8) or your choice
- ___ 05 Break
- ___ 10 Exercise: Hand pushing (E-25)
- ___ 30 Exercise: Choice of: Empathy Exercise (E-22), Life Auction (E-36), or Lost at Sea (E-38). Debrief by asking how participants felt during the exercise and what people learned about building community.
- ___ 05 Evaluation
- ___ 25 Facilitators' self-evaluation
- ___ 05 Closing by Team 1 Coach

Day 2 **Session III**

Objective - Good Communication
Team Two (Coach)

Hours: 8:00 am – 11:00 am

- ___ 05 Agenda preview and review of ground rules
- ___ 10 Gathering question: "One time when I really said what I meant was....." or your choice
- ___ 30 Exercise: Choice of Listening Exercise (E-37) or Hassle Lines (E-26)
- ___ 05 Light and Lively: Howdy, howdy, howdy (F-10) or your choice
- ___ 05 Break
- ___ 40 "I" Messages Exercise. Choice of Version I (E-29), II (E-32) or III (E-33).
- ___ 30 Quick Decisions (E-42: Do two situations)
- ___ 05 Evaluation
- ___ 25 Facilitators' self-evaluation
- ___ 40 Break for lunch

Session IV

Objective - Resolving conflicts
Team Three (Coach)

Hours: 11:40 am – 2:40 pm

- ___ 05 Agenda preview and review of ground rules
- ___ 10 Gathering question: "One quality of non-violence I feel strong in me is..." or your choice
- ___ 30 Exercise: Choice of Transforming Power Bridge (E-52) or Transforming Power Mandala (E-53)
- ___ 05 Light and Lively: Big sigh (F-7) or choice of other short light and lively
- ___ 05 Break
- ___ 30 Exercise: Choice of Buttons (E-15) or Sharing a conflict I resolved nonviolently (E-46)
- ___ 30 Exercise: Choice of Hassle Lines (E-26) or 6 Point Problem Solving (E-47)
- ___ 05 Evaluation
- ___ 25 Facilitators' self evaluation
- ___ 05 Break
- ___ 30 Picture Sharing (Advanced Manual: Section D Exercises p. 52)
- ___ 15 Lifelines (Advanced Manual: Section D Exercises p. 42)
- ___ 05 Closing by Team 3 Coach

Day 3 **Session V**

Objective –Practice, tips for facilitators and closing
Lead Team

Hours: 8:00 am – 4:00 pm

- ___ 05 Agenda preview
- ___ 10 Gathering question: "A Transforming Power Guide I am working on is...."
- ___ 15 Preparation for roleplays: Purpose of roleplays, suggestions for ways to brainstorm scenarios, instructions for leading and debriefing (condense from G2 – G6). Emphasize that the this activity will focus more on the process of guiding and debriefing the role play than the content of the role plays themselves.
- ___ 25 Lead team models role play and debriefing (Lead team members do role play)
- ___ 05 Light and lively: Vegetable cart (F-16) or choice
- ___ 10 Each team is assigned one role play scenario. Two people from a team not involved in the role play will debrief a role play. Others will observe or join other participants in the debriefing.
- ___ 05 Break

TEAM 1 30 Roleplay and debriefing by two members of Team 2 (chosen by Team 2 coach)

___ 40 Break for lunch

___ 05 Light and lively: Rhythm clap (F-15) or choice

TEAM 2 30 Roleplay and debriefing by two members of Team 3 (chosen by Team 3 coach)

TEAM 3 30 Roleplay and debriefing by two members of Team 1 (chosen by Team 1 coach)

___ 05 Final thoughts on role plays

___ 05 Break

___ 60 Challenges in facilitating. Set up four quick scenarios where facilitators may need to deal with difficult situations running an exercise or coping with a participant whose behavior is interfering with the positive flow of the workshop. Lead team facilitator will handle case 1. Participants will be asked to volunteer to handle other situations.

1. Facilitator () is having trouble giving directions to a complicated exercise. Fellow facilitator () calls for clinic to resolve.

2. One participant () is giving a long incoherent response to a gathering question while other participant () falls asleep and starts snoring.

3. Two participants (&) involved in a one-to-one communication exercise start to get into a very heated discussion.

4. One participant () keeps getting up to go to the bathroom during a sensitive exercise.

___ 40 Exercise: Who am I?

___ 15 Evaluation of overall workshop

___ 05 Next steps

___ 20 Appreciations closing

LEAD TEAM 15 Certificates and goodbyes

4:00 – 4:30 pm Lead Team final self-evaluation