

SOUTH AFRICA T4F WORKSHOP

Day & Time	No	Item	Durat.	Facil.
SESSION 1 – First Day Morning FOCUS: - Community Building				
08:30	1 (p's)	15		Welcome, Introduce the Team, Participants and Opening Talk ⁱ
08:45	2	5		Gathering – My expectations for this workshop are. . . .
08:45	3 (p)	5		Agenda Review (Explain and Model)
08:50	4	45		Three Question Interview
09:35	5	10		L&L – Big Wind Blows
09:45	6	35		Team Building Exercise
10:20	7	15		What it is to be a member of a team Talk & Brainstorm
10:35	8	10		STRETCH BREAK
10:45	9	15		Planning Period Intro ⁱⁱ - Talk & Brainstorm
11:00	10	20		TEA
11:20	11	40		Team Work ⁱⁱⁱ
12:00	12	10		Evaluation (Explain and Model)
12:10	13	10		Open Clinic by Leadership Team ^{iv}
12:20	14	5		Closing
12:25	15	50		LUNCH
SESSION 2 – First Day Afternoon FOCUS: - Practice Session - Team A				
13:15	1 (p)	5		Agenda Review – Sessions 2; 3 & 4
13:20	2	25		Gathering – “One way I would like to Transform my Life is...”
13:45	3	15		BREAK (To give All Teams time for last minute preparations) ^v
14:00	4	90		Practice session led by Team A (using prepared agendas)
15:30	5	10		Open Clinic by Team A
15:40	6	60		Coaching Session by Leadership Team ^{vi}

16:40	7 (p)	15	BREAK (perhaps a L&L?)
16:55	8	90	Practice Session led by Team B
18:25	9	65	SUPPER

SESSION 3 – First Day Evening FOCUS: - Practice Session - Team B

19:30	1	10	Open Clinic by Team B
19:40	2	60	Coaching Session by the Leadership Team
20:40	3	15	Clinicking and Feedback. (Talk and Brainstorm)
20:55	7		GOOD NIGHT

(p) = prepare a poster for this

Day & Item Durat. Facil.

Time No (Mins)

SESSION 4 – Second Day Morning FOCUS: - Practice Session - Team C

08:00	1	15	Design for Experiential Learning ^{vii}
08:15	2	90	Practice Session led by Team C
09:45	3	10	Open Clinic by Team C
09:55	4	15	BREAK
10:10	5	60	Coaching session by Leadership Team
11:10	7	5	Closing
11:15	8	15	Spare time
11:30	9	30	TEA

SESSION 5 – Second Day Morning FOCUS: - Role Plays – All Teams

12:00	1 (p)	5	Agenda Review – Leadership team (to save time)
12:05	3	5	Role Plays – a very short introduction ^{viii}
12:10	4	20	Role Play Planning Period
12:30	5	60	LUNCH

SESSION 6 – Second Day Afternoon FOCUS: - Role Plays – All Teams

13:30	1	20	Open Chair Role Play - Presented by Team A (Topic?)
13:50	2	15	- Debriefed - Team B and Leadership
14:05	4	20	Empty Chair Role Play - Presented by Team B (Topic?)
14:25	5	15	- Debriefed - Team C and Leadership
14:40	7	10	Practice Role Play - Presented by Team C (Male/Female)
14:50	8	20	- Debriefed by Team A
15:10	9	20	Coaching Session by Leadership Team ^{ix}
15:30	10	10	Evaluation of the Session by Team C
15:40	11	20	TEA

SESSION 7 – Second Day Afternoon FOCUS: - Closure

16:00	1	5	Agenda Review
16:05	2	20	Gathering – What I have learned about facilitation
16:25	3	20	Complete Written Evaluation Forms
16:45	4	10	Verbal Evaluation
16:55	5	15	Where do we go from here?
17:05	6	20	Graduation & Group Photograph
17:30	7	5	Good Bye
17:35	8		END OF WORKSHOP

(p) = prepare a poster for this

¹ Cover the theme of empowerment, goals and the time schedule for the workshop. Post the goals and Unanswered Q's. Make it clear that the group are primarily here as trainers, and not to deal with 'issues' that may arise – some people find this frustrating and need to understand the purpose of the workshop. They will be practising on the rest of the group by doing some of the exercises from the Basic Manual. Also remind the group that the feedback they give and get is a wonderful learning opportunity. We are here to make mistakes and they should try to keep themselves open to the feedback that they will get, and not worry about trying about making mistakes – they really don't matter.

¹ Distribution of the Basic Manuals and Suggested Agendas decided on by the facilitator team. Remind the group that we are all aware of how intimidating the task seems to be at this time - they shouldn't try to read the whole Basic Manual now, just the parts they need. Despite what seems like an impossibly

short amount of time available to do the preparation required, everyone always gets by very well, it is about presentation rather than content - so relax and enjoy yourselves and remember that mistakes are fine that's what we are here for!

¹ Each Team to make a team contract and plan the practice session that they have been assigned (C/7 & 8). Inform the group how much time they have to do this.

¹ Explain the purpose of the Open Clinic and how it works in a 2-minute introduction – What worked, what improvements could we make etc. Stress, again the importance of feedback and our attitude to it. Again stress that mistakes are okay.

¹ Remind each group to appoint a timekeeper and advise them to plan an 80-minute presentation in order to give them extra time for the unexpected.

¹ This is a very important time for demonstration the gentle art of learning by feedback. Before proceeding, remind the group of this because mistakes are okay. This is THE learning edge of AVP leadership training and should take as much time as is possible.

- Ask team A what they feel they did well and areas that they would like to work on
- Ask the rest of the group what they felt went well, and what requires work
- Finally ask the facilitators to fill in any gaps that were not highlighted by the presenting team, or the group.

¹ See notes at Section C/9. Talk and Brainstorm on experiential learning as well as the rhythm of the workshop and goals and Process of the Basic Workshop. It appears that when we learn in an experiential environment we go through 4 stages:

1. We Do (Experience)
2. We Reflect (Think)
3. We Identify (Realise) – This is the AHA moment
4. We Apply (Change our Perceptual Framework)

Each session has to go through these four stages for the workshop to have succeeded in its objectives. – I hear and I forget; I see and I remember; I do and I understand! (Old Chinese Proverb)

¹ Remind participants of their Basic and other Workshops and the impact of the Role-Plays. The preparation of the whole Workshop works toward getting the participants to be sufficiently open to the learning experienced in the Role Plays. Why Role-Plays? – their vital importance as a learning experience – tie this into the issue of experiential learning. Discuss Debriefing – the need to Debrief the characters, then De-Role them, then Debrief the De-Roled trainees – what did it feel like to play such and such a character etc? **PLEASE REMIND THE GROUP THAT THIS IS A TRAINING WORKSHOP SO THE WORK WE ARE DOING IS NOT ISSUE BASED – RATHER ABOUT TRAINING.**

¹ It may be good to remind the group that these role plays were necessarily chosen by the facilitators and the process was very short to enable the learning process. In real workshops this takes a long time and it is very important that the group chooses its own play.