

Appendix A

RUNNING A FACILITATION SKILLS WORKSHOP

This training material can be used as the basis of a five-day training workshop, with each day consisting of four or five separate sessions of approximately 1 hour 45 minutes each.

A group of 20 to 30 participants should be invited to participate in the training. If possible the participants should come from different organisations or local communities and bring a range of skills and experience. They could include teachers, health workers, church workers and development workers. A balance of men and women of different ages should be sought.

See *FORMAT OF THE TRAINING* (page 4) and *PLANNING THE TRAINING* (page 5) in the Introduction of this Workbook for more details.

CHOOSING A WORKSHOP VENUE

Where an organisation decides to bring participants together for training, the venue should ideally be:

- accessible, but in a peaceful location, away from participants' immediate workplaces
- clean, with good washing facilities
- reasonably priced
- spacious, with a large meeting area and also quiet areas where participants can work in small groups
- able to provide good food and refreshments on time
- equipped with comfortable accommodation for participants and facilitators.

FINANCE

The facilitating organisation will need to find funds to host the training. A budget needs to be drawn up, to include the cost of staff time as well as other inputs. See below for a list of items which should be budgeted for. The exact costs will vary from country to country.

ITEM	AMOUNT IN (name of currency)
WORKSHOP 1	
A Stationery	
B Workshop materials	
C Venue	
D Food and travel expenses for up to 25 participants	
E External trainer(s) (optional)	
Grand Total	

WORKSHOP ACTIVITIES

A suggested timetable for a workshop can be found in APPENDIX B, page 61. The workshop simply follows the sessions described here in the Workbook, over a five day period. It is recommended that this initial training is followed by refresher training, several months after the workshop, to reinforce the learning. See the previous section *MENTORING AND FOLLOW-UP TRAINING*, for details.

In some countries it may be appropriate to have a formal opening ceremony, either the night before the workshop begins or on the first morning, to which members of the community and facilitating organisation might be invited.

Where appropriate, each day can begin with a time of worship and small-group Bible study. The Bible studies given in APPENDIX E, page 74, taken from *Building the capacity of local groups* and *Mobilising the community*, should encourage participatory ways of studying the Bible and encourage group members to understand how the Bible applies to and informs the different topics addressed by the Guides. It is important that the person leading the study on the first day sets a good example of this

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participatory approach. They should be well prepared, with notes on each question and an idea as to how to split the participants into groups so that each group can look together at just one or two questions before feeding back. See APPENDIX E, page 74, for a suggested methodology for leading a Bible study.

The day will then consist of four or five sessions, of around 1 hour 45 minutes each. Participants should be encouraged to use the breaks to share learning and ideas with others, in a more relaxed and informal manner. As the training is fairly intensive, it is important to use energisers such as games and short group activities to keep energy levels high and to keep people engaged. See APPENDIX D, page 73, for ideas.

There is a lot to do during the week. The facilitation team needs to ensure that participants are on time for the start of each session and for the mealtimes. It is hoped that the evenings and breaks will provide opportunities for more informal networking and exchange and for people to relax and get to know one another.

See *FORMAT OF THE TRAINING* (page 4) and *PLANNING THE TRAINING* (page 5) in the Introduction of this Workbook for more details.



Photo: Isabel Carter, Tearfund