
WEFTEC Facilitation Training Session

August 11th

What is a Facilitator?

A facilitator is a provider. As a facilitator, we want you to provide your attendees with:

1. **Environment.** An environment inspiring attendee engagement will result in not just learning but retention.
2. **Resources.** To maintain an engaging environment, the facilitator should provide questions, research, problems, content and case studies that attendees use.

Facilitator Expectations

How to **Guide** An Interactive Session

Expectation #1

The facilitator sets the initial **climate of the learning experience.**

Whether overtly or in subtle ways, the facilitator communicates his or her trust in the group, the individuals and the learning process.

Expectation #2

The facilitator helps **clarify** the purpose of the presentation as well as **extract** each individual's own goal.

The facilitator allows each participant the freedom to state why the topic is important to them.

Expectation #3

The facilitator sees each participant as a **resource** with experiences and knowledge.

As the climate becomes established, the facilitator and speakers are increasingly able to also become participant learners.

Expectation #4

The facilitator helps participants **employ** their own experiences as related to the new topic.

The facilitator gears the presentation to the participants' level of experience. The facilitator helps participants apply new content to their own knowledge and experience, thus integrating it

Questions to ask before your session:

- What will my attendees do during the education session? Make sure you know what you are to be doing activity wise!
- How will I ensure that they are doing the work of learning in thinking, reflection and connecting?
- How do the presentations provide content and context that guides the audience's engagement and exercises?
- How will I assess that my attendees understand the topic enough to apply it?
- How, when and how much feedback should I provide to my attendees?

The Goal of Interactive Sessions

Embrace, Encourage, Employ **Attendee Participation**

WEFTEC Interactive Session Formats

Interactive Format: Neighbor Nudges

- After each speaker presentation, open discussion to the audience.
- Attendees will turn to a neighbor sitting near them and share their biggest take away from the speaker presentation. The time allotted for this discussion will depend on the session agenda.
- Each Neighbor Nudge - the attendees must find a different neighbor to extend their neighborhood.
- Close the neighbor nudge with a short debrief from those willing to share what was discussed.

Interactive Format: **Facilitated Discussion**

- In facilitated discussion sessions, attendees can have an open discussion regarding one topic or can be split into round table groups with each group having their own topic of focus.
- The facilitators responsibility will be adding stimulating questions to keep the discussions moving forward.

Interactive Format: Knowledge Development Forum

- Knowledge Development Forums allow the attendees to exchange information and collaborate with one another to gain and share new knowledge.
- The conversation will be pushed forward by instigators (facilitators) mixed in with the audience members.
- If audience members feel comfortable to jump into the discussion, don't need to use the instigators.

Interactive Format: **Conversations & Input**

- After their presentation, each speaker will propose a thought-provoking question to the session participants.
- Attendees will then openly discuss the answer to the question while sharing knowledge and information.
- After discussion period, length determined by session agenda, the attendees will share their responses to the questions and feedback with the speaker.

Interactive Format: Panel Discussion

- Recognize the audience as the extra panelist
- Keep official remarks brief
- Lots of ways to manage- check this site out:
<https://www.pinterest.com/kristinjarnold/powerful-panels-infographics/>
- Don't save the questions until the end!
- Be prepared!!
- Highlight the differences of opinions
- Always keep comments brief- max of 2 minutes in a response

No matter the format of your interactive session, it is most important to meet with **all speakers **and** facilitators **before** WEFTEC to determine comfortability and session flow.**

Best Practices to Prep for WEFTEC

- Have a call with your **entire** Session - including all presentation speakers and other facilitators
- Prep questions to stimulate discussion for moments lacking audience participation

Best Practices During Your Session

- See if someone in the audience has a question/comment before using your prepped questions
- Don't let an audience member dominate the conversation, suggest they can take comments offline

Where do I find session information?

Log In here: <https://ww3.aievolution.com/wef2101>

1. Click on "Dashboard"- upper left corner
2. Click on "Speaker Portal"
3. Then you are on the Speaker Page.
4. Click on the "Event Title" of your session you want more information for