Facilitation Firestarter Workshop

BC Library Association
September 12, 2024

Who’s in the room?

A quick game of this and that.

Facilitation

The art and science of helping groups work effectively together.

- Structured exercises and techniques
- Guide, not direct
- Tap into collective knowledge
- Surface individual insights

A Skilled Facilitator

- Improves a group’s ability to work together
- Ensures that everyone’s perspectives are heard
- Summarizes and synthesizes
- Supports co-created outcomes
- Shifts away from conflict and toward collaboration
- Effective use of time, effort and expense

What’s facilitation good for?

1. Generating ideas
2. Understanding problems
3. Identifying solutions
4. Prioritizing
5. Decision making

Virtual Facilitation

Pros

No travel
Lower cost
Accessibility

Cons

No face-to-face connections
Multiple platforms
Tech issues

Set yourself up for success

1. Plan your session ahead of time
2. Invite the right people
3. Set clear outcomes for what you hope to achieve

Map out our program planning process.

Understand the factors preventing us from getting new materials out on the floor.

Brainstorm ideas on how to support first year students during their first project.

Agree on our team values.

Set yourself up for success

4. Make it clear that it will be interactive and require a computer.
5. Choose the right meeting platform and engagement platform

Meeting and Engagement Platforms Considerations

Meeting platform

Institutional preference
Web versions vs full featured
Built in engagement tools

Engagement Platforms

Cost
Access / account creation
Complexity

Platform	Cost	Account required	Templates	Ease of use
Jamboard	Free	No	DIY	Excellent
Miro	3 boards free	No	Extensive	Learning curve
Mural	3 boards free	Yes unless using a paid subscription	Extensive	Learning curve

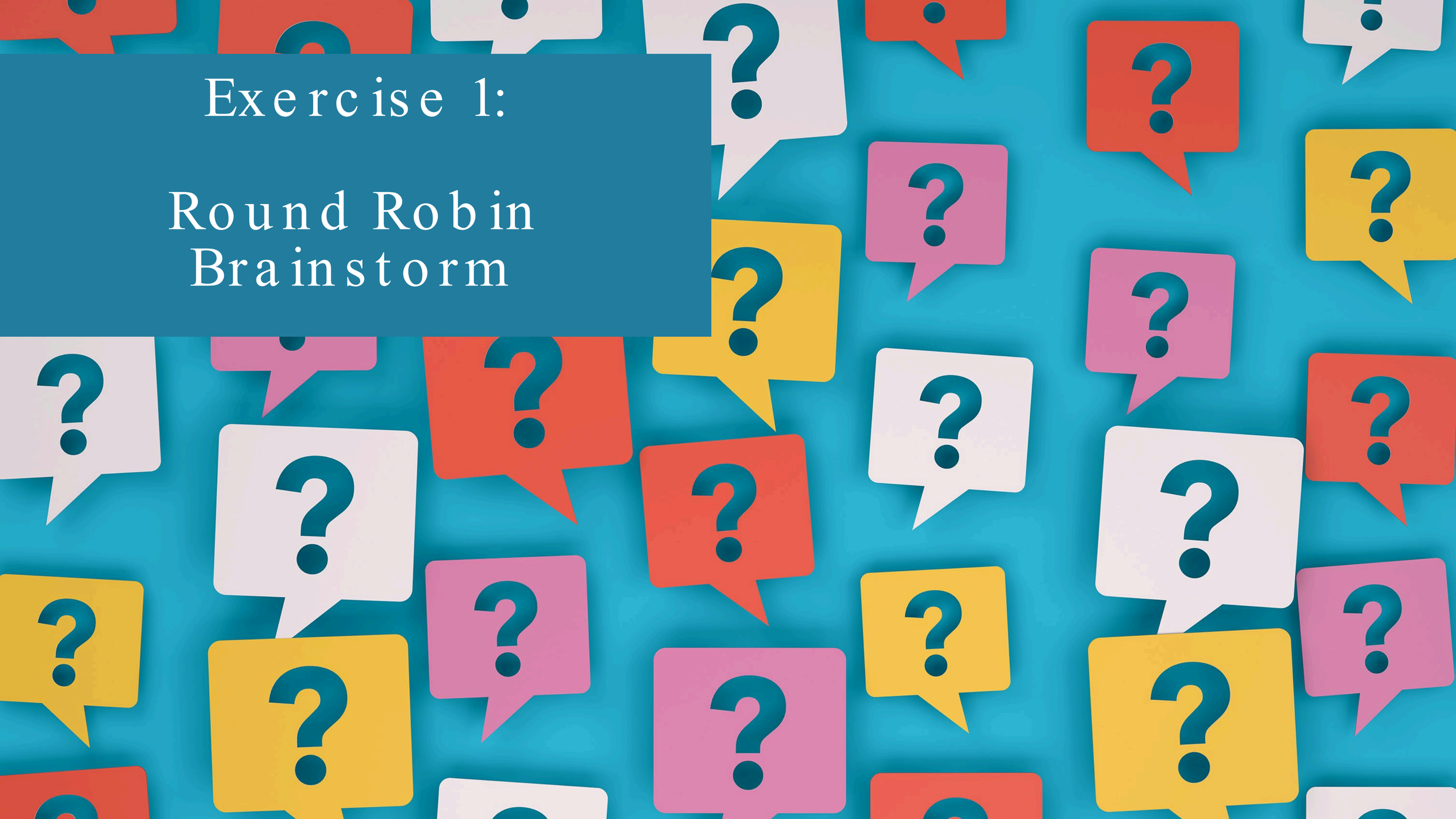
Set yourself up for success

6. Identify a scribe or plan to capture the information gathered & screenshot boards
7. Practice, practice, practice
8. Warm up the group
9. Set ground rules
10. Give clear instructions

Jamboard demo

Exercise 1:

Round Robin Brainstorm



Round Robin Brainstorm

Great for:

- Generating ideas
- Innovation and unique ideas
- Including everyone
- Reduces group think
- Building and refining

You need:

- Collaboration board
- A timer
- Facilitator to guide the process

Time: 45-60 minutes

How might we ...

Name 1

Name 2

Name 3

Name 4

Your idea: (type here and adjust font size as needed.)

Refined idea, incorporating feedback

Feedback, questions, build-on ideas

Round Robin Brainstorm

1. Split group into groups of 4-5
2. Define the problem and write it at the top of the page.
3. 5-10-minute solo brainstorm to identify one idea each.
4. When the timer goes, every participant shifts their attention to the screen to the right. Using a different colour sticky note, identify issues and provide constructive feedback on the idea.
5. After each round of 5 minutes, return to your original ideas
6. Spend 5 minutes refining the idea
7. Group shares their updated solutions

Exercise 2:

Impact / Effort Map

Impact / Effort Map

Great for:

- Simple but powerful
- Fast way to sort options and prioritize
- Avoids getting bogged down in too much detail and debate

You need:

- Virtual collaboration space
- Grid
- Series of possible solutions to a challenge

Time: 30 minutes

High Impact, Low Effort

How might we ...

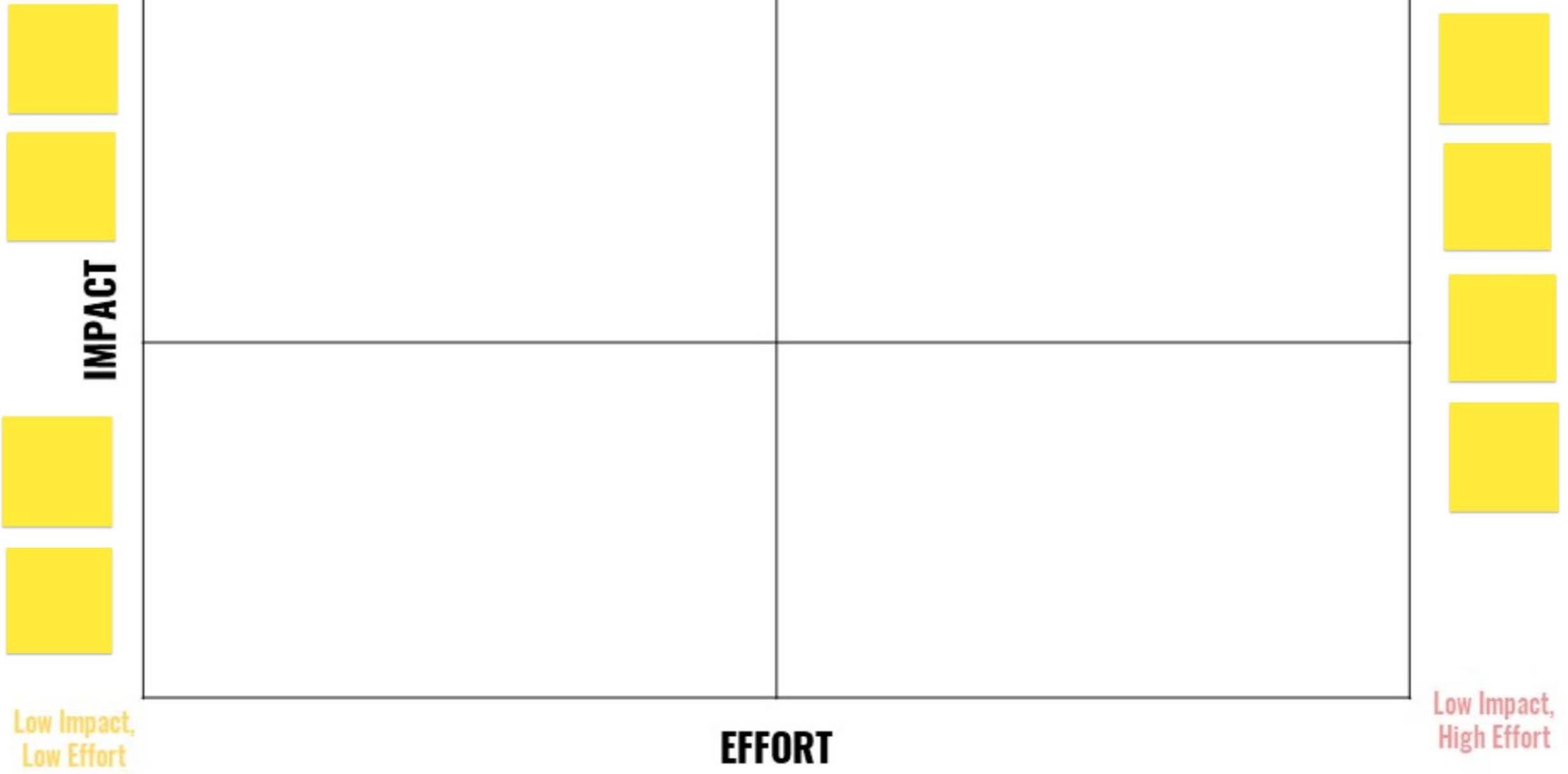
High Impact, High Effort

IMPACT

EFFORT

Low Impact, Low Effort

Low Impact, High Effort



Impact / Effort Map

A. Write a clear problem statement.
B. Write each proposed solution/idea on a sticky note
C. As a group select one of the proposed solutions
D. Discuss what impact the solution would have
E. Discuss what level of effort it would require
F. Place the idea on the Impact / Effort grid to reflect the conversation

PRACTICE
MAKES
PERFECT

Reflections

Resources

Collaboration platforms:

- Jamboard*
- Miro
- Mural

*Retiring October 2024

Free templates for these exercises (or DIY):

- Round Robin Template (Mural)
- Impact/Effort Grid (PowerPoint slide, CC)

Thank you!

Anne O’Shea
Craft Strategic
https://craftstrategic.ca/
anne@craftstrategic.ca