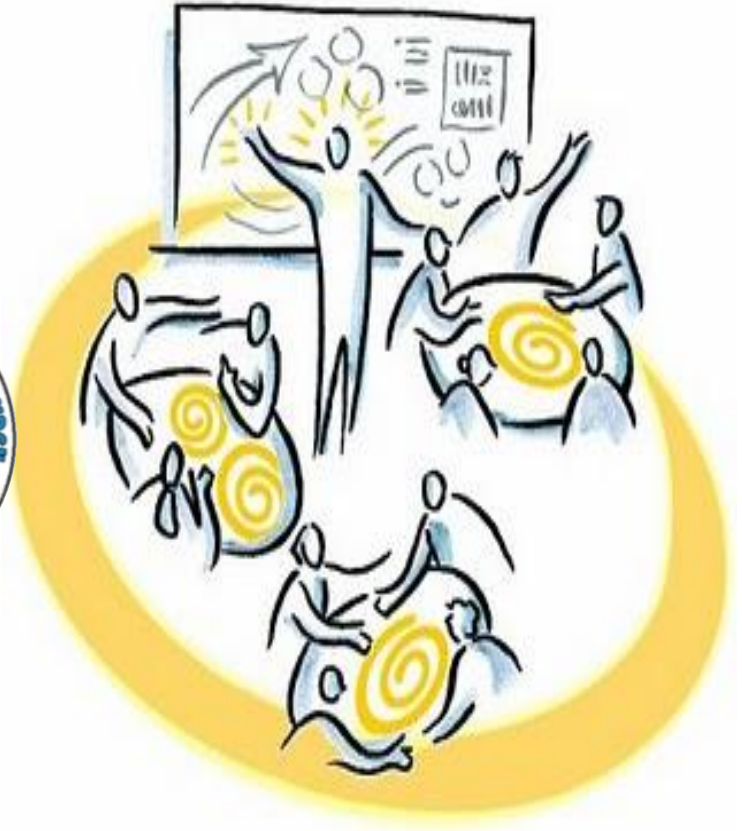


Small Groups Ministry
The ABC's of
Group Facilitation



Featuring:
Deaconess Martha Stanley
FMZBC, Tuesday
January 08, 2013 7:00 PM



Facilitation Defined

“Process by which events are ‘helped to happen’.”

—Cummings and Worley

“To make easy or easier.”

—Webster’s Dictionary

“To help a group’s effectiveness by improving its
process.”

—Webster’s Dictionary

While some are responding to the Gospel with conversion, others are being strengthened in their interior life, and still others are learning invaluable skills as group facilitators.



Phases of Group Development

Group Phases

Description

Forming

Focus is on interpersonal relations; dependence on leader; need to develop mission, goals, trust, norms; sense of inclusion. This is an orientation phase.

Storming

Conflicts may emerge in personal relationships as part of building cohesion and harmony. Control issues emerge. This is an organization phase.

Renorming

Group begins sharing information more productively, actual work begins, sense of teamwork, and increased personal openness and trust develop. Data flow becomes a reality during this phase.

Performing

Interdependence along with collaboration, high commitment, and task function are experienced. This is a problem-solving phase for groups.

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of Small Group
Facilitation

Presentation Out Line



- Role of a Facilitator
- Do Small Groups need Facilitators?
- Handle Challenging Situations
- Importance of Good Listening skills
- Presenting Ideas with Clarity
- Scriptures for First Time Leading

Ice Breakers



- Ice Breakers can be an effective way to start a training or group session. They help people get to know each other and buy into the purpose of the event. The secret of the session is to keep it simple.

Ice Breakers



Interviews: Ask participants to get into twos. Each person then interviews his or her partner for five minutes while paired up. When the group reconvenes, each person introduces their interviewee to the rest of the group.

Role of a Facilitator



- Make Sure Room Set up is Appropriate.
- Prepares to Lead the Sessions.
- Keep Group Focused on the Issue.
- Keep the Discussion Orderly.
- Ensures that Everyone Participates.



Role of Facilitator Continued



- Stimulate, not stifle contributions.
- Neutral party, makes no decision for the group.
- Responsibility is to the group .



Do Small Groups Need Facilitators?



- To make decisions.
- To share information.
- To plan work.
- To learn from each others.
- To create buy-in.



Handling Challenging Situations

- The Talker– Talk too often and too Long.
- The Interrupter– Talks only when someone else is talking.
- The Chatterer–Engages in side conversation.
- The Arguer– Know it all.
- The Silent Type– Never say anything.



Importance of Listening Skills

- You want people to talk freely.
- You want to know what is important to them.
- If people feel that you truly listen, they will keep you informed.



How to Present Ideas With Clarity



- Voice--watch tone, keep up volume, use silences, avoid fillers.
- Eye contact- contact with audience, scan the room.
- Movement and gestures— don't stay frozen, watch your hands.
- Using notes—don't prepare a script.



Role Play

Don't Be Afraid of Silence



*“But the fruit of the Spirit is love, joy, peace, **patience**, kindness, goodness, faithfulness...”*

Galatians 5:22

Make no assumptions and know your audience.





Deal quickly and assertively with disrupters.

”Pleasant words are a honeycomb, sweet to the soul and healing to the bones.”

Proverbs 16:24

Be an active listener.



“My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry,...”

James 1:19

Don't Dominate the Discussion.



“For we do not preach ourselves, but Jesus Christ as Lord, and ourselves as your servants for Jesus' sake.”

2 Corinthians 4:5

Be prepared to facilitate.

“Therefore encourage one another and build each other up, just as in fact you are doing.”

1 Thessalonians 5:11

Facilitator's Statement's of Fact

1. I am not going to contribute my own ideas or evaluate the ideas of others.
2. My role is to help members focus their energies on the task.
3. I'm going to try to remain neutral.

4. I will encourage everyone to participate and may make suggestions on how we could go about getting the team's tasks done.
5. I am accountable to the group and recognize I will need their help as group members.
6. I am open to receive feedback from the group and will try not to be defensive.