

FACILITATION GUIDELINES

In order to effectively facilitate a workshop:

- You should review the relevant material on firearms contained in the resources available on the website but you do not have to be an expert.
- You need to plan the session according to the needs of the audience.

You may want to collect some anecdotes specific to your area.

You may want to identify resources available in your community.

Tips for Facilitators

- Gain as much understanding about the group you are facilitating in advance of the session as is possible (numbers, work done to date, issues and concerns).
- As a facilitator think about what needs to be accomplished by the end of the session and the means you will use to guide the group to this end.
- Be flexible. Plan your process in advance, but be ready to change or adapt to meet the needs of the group.
- Don't try to cram too much activity into the time you have. Allow time for meaningful discussion. Often, the sharing of ideas and discussion has the most value for participants.
- There is a balance to strike between giving people time to express themselves and keeping the process on track.
- Think through the issues or problems that may arise in the facilitated session and know how you will respond.
- Ensure that all participants have a common understanding of the purpose and intended results of the session. Set out the objectives clearly at the outset.
- The key skills for facilitation are listening, synthesising discussion and identifying ways to move the discussion or learning forward.
- Particularly when the objective of the session is to effect change in the organization, the notes made during the session can be useful in further discussion.
- Ask for evaluative feedbacks. Learn from the experience.

Resources

Resources to assist you are all available on the prevention-violence website and include:

- resource material
- questions for discussions
- .ppt slides
- sample forms
- sample evaluation

For additional information and resources feel free to contact the Coalition for Gun Control.

Depending on the level of interaction you plan on the workshop, you may also need the following supplies:

- name tags and place chart,
- flip chart paper,
- marking pen,
- projector,
- pens and paper,
- masking tape,
- copies of all the material.

If you are using Powerpoint slides or projector, be sure to bring hard copy for participants as well. Not only will it reduce their note taking but it is also good back-up in case technology fails.

Materials

As the facilitator it is your responsibility to make sure that all logistical arrangements are made for the workshop. This may involve doing it yourself or confirming that all necessary arrangements have been made by someone else associated with the workshop. Assume nothing!

The materials can be used for groups of varying sizes. The key is that the larger the group, the less time for interaction. You may wish to offer a brief introductory session for a larger group and follow up with a more indepth workshop for a smaller group.