

## ***Using Your Facilitation Skills to Be an Effective Host – CFC Conference***

### **Reflection Questions**

- 1. IFSP Meeting Planning/Prep Activities:** What is most challenging about this part of your role as a facilitator/host as you prepare and plan for meetings? How do you overcome these challenges? *Consider time management tips, how you make sure you get everyone at the meeting, etc.*
- 2. Recognizing & Utilizing the Strengths of Team Members:** What are some ways that you work to get to know your team members better? How do you rely on other people's skills and strengths to help you with some of the things you might struggle with as a facilitator or host?
- 3. Team Dynamics & Time Management:** What might you do to help ensure a successful meeting when people don't know each other well? How do you stay task during an IFSP meeting when everyone knows each other so well that it is easy to get off task?
- 4. Engaging in Challenging Discussions:** What points during the meeting do you find most challenging? How do you overcome those challenges?
- 5. Achieving Consensus:** How do you feel about conflict? Are you willing to welcome it as long as it is productive for the team or do you avoid it at all costs? What are some strategies you have used to help achieve consensus and/or overcome conflict during a team meeting?

## *Using Your Facilitation Skills to Be an Effective Host*

### **Reflection Activity**

**Instructions:** The online training entitled: “Facilitating Team Meetings” provided an introduction to some important concepts around meeting facilitation that service coordinators engage in. This activity will introduce the concept of “hosting” and how some of what you do as a meeting facilitator may in fact be a strategy used by effective meeting hosts. As a service coordinator, there may be times when you rely heavily on your facilitation skills to perform your duties and this activity may help you recognize some instances when acting as a “host” may help ensure team meetings are effective, efficient and meaningful for all participants. Below you will find some definitions that will help you complete this activity.

Facilitation: As defined by the Merriam-Webster dictionary, Facilitator means one that [facilitates](http://www.merriam-webster.com/dictionary/facilitates); *especially*: one that helps to bring about an outcome (as learning, productivity, or communication) by providing indirect or unobtrusive assistance, guidance, or supervision. For example “the workshop's *facilitator* kept discussion flowing smoothly.” <http://www.merriam-webster.com/dictionary/facilitator>

#### Defining Hosting:

- **Hosting** is “an emerging set of practices for facilitating group conversations of all sizes, supported by principles that: maximize collective intelligence; welcome and listen to diverse viewpoints; maximize participation and civility; and transform conflict into creative cooperation.” - artofhosting.ning.com
- **Training** is getting what you want into people (skills, etc.) **Facilitation** is getting what you want out of people. **Hosting** is creating and holding space for emergence. It is not about what I want, but about what wants to be born in the space that we hold. -Ria Baeck

#### **Hosting Yourself**

Host yourself first.

Be willing to sit in the chaos, keep the space open.

Sit in the fire of the present, be present.

Be aware of what is happening around you.

Don't lose yourself in the drama of any given moment.

Show up undistracted, prepared, clear about the need,

And what your personal contribution can be.

- Author unknown. *The Art of Being Humans: Repatterning Ourselves, Our Work and Our Communities in the New Story Guidebook*

## Comparing Hosting and Facilitating: Similar yet Different Approaches to Leadership

*Adapted from Christina Foster's Hosting versus Facilitating: Two Different Approaches*

<b>Hosting: Leader as convener (We're all leaders)</b>	<b>Facilitation: Leader in charge (Leaders &amp; followers)</b>
<b>Collaboratively driven with a shared responsibility for getting to action:</b> <i>What are some ways you collaborate and "share responsibilities" with your team members?</i>	<b>Facilitator driven with facilitator responsibility for getting to action:</b> <i>Is there ever a time to be "in charge"? If so, when?</i>
<b>Order:</b> <i>How do you bring about order or regulate the activities during a meeting?</i>	<b>Control:</b> <i>How might this differ from "order" and how could exercising "control" impact the dynamics of the meeting?</i>
<b>Adaptive/Responsive:</b> <i>What parts of the process do you find yourself most adaptive, responsive and flexible with?</i>	<b>Rigid/Inflexible:</b> <i>Are there points in the process where you find yourself inflexible?</i>
<b>Contributing:</b> <i>In what ways do you contribute to team discussions?</i>	<b>Neutral:</b> <i>What might happen if you always remain neutral?</i>
<b>Welcome to the groan zone:</b> <i>How comfortable are you with differing opinions and how do you allow for some of this to work itself out?</i>	<b>Push through/ avoid groan zone:</b> <i>How might this impact the family and team members?</i>

**Follow up thoughts, comments, and/or questions about this activity:**



# Early Intervention Training Program

*Are you looking for a way to connect with other service coordinators who you can seek support from?*

*Do you have a challenge you want to talk about with other service coordinators?*

*Would you like to learn tips and strategies from new and experienced service coordinators?*

If you answered YES to any of these questions then we encourage you to join the

**Illinois Service Coordination Community of Practice (IL SC CoP)!**

## What is the IL SC CoP?

The “IL SC CoP” is a place for service coordinators currently working in the Illinois Early Intervention system to partner and support each other in the very important work that they do.

## How do I join?

- Visit our workspace (<http://ilservicecoordinationcommunityofpractice.pbworks.com>) and “[request access.](#)” (identify your name, role and CFC number )
- Look for a confirmation email from PBworks requesting you to set up your login information
- Set your email preferences – the frequency of notifications when something has been posted is set by you through preferences.
- Remember to check your spam folder and mark “PBworks” as safe

**How do I participate?** Quarterly **online** meetings have been set and meeting dates and times can be found on the “[meeting information](#)” page. Save the following dates if you are interested:

- July 12, 2017 – 10:00 - 11:15am
- October 11, 2017 – 10:00 - 11:15am
- January 10, 2018 – 10:00 - 11:15am
- April 11, 2018 – 10:00 - 11:15am

A meeting agenda and information for how to connect will be posted prior to first meeting in July. Meeting topics will vary pending the interests and needs of the group. Meetings will be co-hosted with service coordinators and co-hosts will vary. **You will receive 1.5 hours of EI credit per meeting!**

**What if I can't participate in a meeting?** Meeting notes will always be shared on the “meeting information” page following a meeting so community members can stay in the loop on group discussions and initiatives. The IL SC CoP workspace is also an excellent way for service coordinators to connect in between meetings. The workspace has dedicated space for service coordinators to receive and share information related to specific topics, general resources, tips and suggestions, and requests for support.

**If I have questions about this after I visit the workspace who should I contact?** There is a page titled “[Need Technical Assistance](#)” that can direct you to the proper support pending the question you have.