# Session

# Adapting and facilitating methods

Duration: 6 hours

Friday 18th February

Prepared by: Martin

Feedbacked by:

## Aim

To adapt and experience facilitating inclusion methods

## Objectives

* To reflect the first seminar days and use the learnt in practice
* To experience adapting methods in practice
* To use the AT webpage
* To have a lot of fun

## Context

This session is for using the learnt from the last seminar days and putting it into practice. The participants are going into groups and choose a method out of a pile of **handbooks and manuels. Afterwards they get some time to prepare and adopt it, that it fits to inclusion and awareness raising work. Then the method will be tested in a bigger group and feedback will be given.**

## Time schedule

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| --- | --- | --- | --- |
| **Time** | **Task** | **Facilitator(s)** | **Material needed** |
| **Friday** |
| 10.00 | Intro and dividing into groups | Martin |  |
| 10.15 | Choosing Methods |  |  |
| 10.45 | Starting adapting Methods |  |  |
| 12.30 | Lunch |  |  |
| 14:00 | Testing Group I |  |  |
| *15:30* | *Break* |  |  |
| 16:00 | Testing Group II |  |  |
| 17:30 | Putting methods to Webpage |  |  |
| 18:00 | Dinner |  |  |

## Room/Materials

Room B and C (maybe sub-divided?)

Instructions on flipchart

## Preparation

Before the session, the training team should divide the participants into 4 groups of 5 or 6 pax, ensuring a good mix of gender & country, but also that participants who may struggle are with people who can support them.

## Methods & Methodology (Step-by-step instructions)

### 1 Introduction

Introduce the session aim and process

Divide participants into their 4 groups, explaining the rationale for the grouping if necessary

Then explain them, that they have to find a method out of the pile of manuels and adopt it to make it more inclusive and awarness raising.

Also explain that there will be feedback after each 60-min session, led by the training team, that focuses on the methods – use, variations etc

NB it’s OK to have two groups choose the same activity, as there will be two parallel sessions running.

### 2 Planning

As participants do their planning, walk round, monitor and help out if necessary. Show them where the necessary materials and resources are.

Give time reminders if necessary

We can also start to make the schedule for the 4 practice sessions during this time:

* Keep preparation groups together as participants
* Ensure that each prep group has the same number of participants
* Work out which member of the training team will be where, and think about whether some groups might need support from specific team-ers

*Do we ask for volunteers to observe each exercise -gives them another perspective, and gives a different kind of feedback?*

## 3 Practice

As they come back after lunch, ensure that each of the 6 small groups is ready.

Quick opening plenary: for an energiser and to remind people of the aims & focus of the session (we are not grading them as facilitators but we all want to learn about the methods and their uses). Also clarify the running order if necessary.

During the activities, give time reminders as necessary

After the 60 mins, lead a reflective discussion, focusing on the method used. Here are some possible questions for that discussion:

* Ask participants to recall all the steps of the method used
* What did you like about this method? What did you dislike?
* In what ways did the faciliation team adapt the activity to suit this group of participants today?
* What you brought in about inclusion and awarness raising!
* How might it work with your home organsiation?
* How might you adapt or modify it?
* What did you learn from this experience? (to faciliation team and to participants)

*Record some key points from the discussion on flipchart – maybe one of the participants could do that, or the second trainer. Perhaps focusing on Key learning points about methods.*

If any of the pax request feedback on their facilitation, offer to do that afterwards in the break - maybe using a feedback sandwich (positive- constructive-positive)?

## 4 Putt methods on the Webpage

Putt the adapted methods on the All together webpage, also include the feedback, notes and pictures.