



People don't automatically work well together. It is as important for you to pay attention to how your group works – the **PROCESS** – as it is to pay attention to what your group works on – the **CONTENT** of the issues you are addressing.

This is especially true when the “group” is a union-management partnership. Obtaining open and equal input, working by consensus, and resolving difficult issues to the satisfaction of all group members demand effective facilitation. Facilitation is a skill that can be learned, developed, and practiced in a variety of situations.

IN THIS WORKSHOP YOU WILL LEARN HOW TO:

- ✓ Clearly identify all the major issues you face
- ✓ Select the most important issues to resolve
- ✓ Make sure you are working on only one issue at a time
- ✓ Carefully define the issue
- ✓ Make sure you have the right people involved at the right time
- ✓ Effectively use a flip chart to make the group's work visible
- ✓ Keep on track - avoid tangents and distractions
- ✓ Help group members obtain complete, open, and honest participation and input during the group's discussions
- ✓ Make the best use of the group's time
- ✓ Achieve results - the satisfactory resolution of selected issues
- ✓ Plan for follow-up

This is a skill-building workshop. You will actively practice facilitating group discussion and you will receive helpful feedback that promotes improvement.

This workshop is available in several formats.

