



SKILL 1: SITTING WITH HOTSPOTS – Facilitator

Instructions

Assign a group member to be facilitator

Have 2 other members read the script and all other members adlib conversation around this topic.

The facilitator should use the tricks of the trade to try and get the conversation under control

You will facilitate a discussion on **how to engage more women from the fictional 'Zeet' community as volunteer board members in their community organisation**. Get them to discuss this – open it up to the group.

SKILL TO USE → SITTING WITH HOTSPOTS:

We need to develop the confidence to sit in the fire when people are dealing with issues and expressing strong emotions.

We need to support people who are saying what is difficult to say, but we need to give equal support to those who find the things difficult to hear.

Here is an example of steps you could take:

- a. STEP 1: Noticing "I'm noticing a lot of X"
- b. STEP 2: Validate and normalise "it is normal to have X when we feel Y"
- c. STEP 3: Wonder: "I wonder if we can take a breath here/open the discussion up"

SKILL 1: SITTING WITH HOTSPOTS- PERSON 1 & 2

INSTRUCTIONS FOR PARTICIPANTS:

Two people will have polar opposite views and neither will be prepared to budge which leads to an environment of conflict.

PERSON 1:

It's not the Zeet's fault. It's because they aren't seen as equal members of this group. The other members don't welcome them, they keep them on the sidelines. No wonder we don't have more female Zeet's involved.

Every one of you should feel guilty for being too lazy to help other women.

PERSON 2:

**scoffs* "Well you can't just say that it is our fault. We have sent out flyer after flyer to the Zeet community but they are too busy causing trouble on the streets and giving the rest of us a bad name! Our door is open. It is not us who is lazy!"*

PERSON 1:

"Just because your door is open doesn't mean we are welcoming people in. You all need to stop and think about how to include everyone rather than just being selfish.

PERSON 2:

***CURVEBALL** "Look I feel like you are attacking my opinion here, I have done a lot for my community. How dare you call me a selfish person"*



SKILL 2: NORMALISING – Facilitator

Instructions

Assign a group member to be facilitator

Have 2 other members read the script and all other members adlib conversation around this topic.

The facilitator should use the tricks of the trade to try and get the conversation under control

You are running a workshop on fundraising. There is a shortfall in the budget of the organisation. You have asked them to brainstorm ways to raise money.

What options are available? What are people's thoughts on this?

Get them to discuss this – open it up to the group.

SKILL TO USE → NORMALISING:

It can be powerful to have what we are feeling/experiencing affirmed as normal. The skill is to acknowledge the emotion rather than agree with the opinion or content.

“That makes sense, no wonder you were upset, anyone would have been”

“It's normal to feel on edge when you are discussing issues which are really important to you”

SKILL 2: NORMALISING – PERSON 1 & 2

INSTRUCTIONS FOR PARTICIPANTS:

Participants could talk about what stresses them out/worries them about the financial situation. Do this in an exaggerated way using lots of emotive and feelings based words.

Person1: *I've looked over the figures and I'm confused about why we fell so short. I feel that increasing membership fees is the only option.*

Person 2: *Let's focus on other options. I'd feel devastated if we made membership unaffordable for people we are trying to help.*

****curveball****

Person 1: *Look the reason I am so angry is because I went through the finances with a fine tooth comb, there shouldn't be a deficit. Someone in this room must have been stealing from us *looks around to someone**



SKILL 3: NOTICING AND NAMING – Facilitator

Instructions:

Assign a group member to be facilitator

Assign 1 person to be dominating and interrupting

Have all other group members adlib conversation and look bored whilst person 1 interrupts and dominates the discussion repeatedly.

The facilitator should use the tricks of the trade to try and get the conversation under control

You are a facilitator who has been asked to facilitate a session on Governance for your community organisation.

You are introducing the workshop and letting the participants know the topics you will be talking about and giving a brief description of what they are.

Such as:

- Board and officer roles
- Constitutions
- Legislation

NOTICING AND NAMING:

We like to think of this as if you are holding a mirror up to the group/individual so they can become aware of their unconscious attitudes.

“I noticed X,Y and Z, I wonder if A, B and C might be going on?”

“I notice that people seem to be talking all at once”

“Your foot is tapping Frank, what’s that about”

“Helen, I’ve heard you say “It’s too hard” several times during this discussion, what does that mean for you?”

SKILL 3: NOTICING AND NAMING – PERSON 1

INSTRUCTIONS FOR PARTICIPANTS:

MAJORITY OF GROUP: Not participating. Not talking, yawning – looking bored.

1 PERSON: Dominating the discussion. Talking over the top of facilitators. Saying that they already know lots of things about the topic and talking about her previous board roles and an unrelated story e.g where there was a founder CEO of the organisation who wanted to control everyone and tried to recruit friends and family as members when things didn’t go her his way to get the majority vote.

1 PERSON: Getting more and more closed off the more the engaged person talks.

1 PERSON: On their phone