

Facilitation Skills Training

Practice Session 1

Small Group

Prepare a short segment of a presentation using a single visual from Module 11: *Communicating and Engaging Stakeholders*.

Process:

1. Your group will be assigned a visual that represents a climate change impact. Read the *Visual Communications* section in Module 11 to get tips on using visuals as a tool for communicating.
2. Your group will be assigned **one** of the four components of a Facilitation Plan to develop and deliver in the timeframe below:
 - The Intro: 2 mins.
 - The “Tell”: 3-4 mins.
 - The Activity: 5 mins.
 - The Wrap up: 2 mins.
 -
3. Your group will also be assigned a key audience so you can tailor/link your message to them.
 - User Tool: **Key Audience and Framing Strategies for Communication** worksheet will assist you in tailoring your message.
 - User Tool: **Communications Planning Template** worksheet to organize your component.

Select one member of your group to present the component.

Feedback criteria: effective use of the Facilitation Plan component and of tailoring message.

Facilitation Skills Training

Practice Session 2

Small Group

Prepare a short segment of a presentation drawing Module 3: *Getting an Overview of Impacts and Vulnerabilities*. Your group will be working with the key concept: The Local Impacts Profile in Module 3 and the participant activity in the Facilitators' Notes page 2-3.

Process:

1. Your group will be assigned **one** of the four components of a Facilitation Plan to develop and deliver in the timeframe below:
 - The Intro: 2 mins.
 - The "Tell": 3-4 mins.
 - The Activity: 5 mins. (use 1 news story)
 - The Wrap up: 2 mins.
 -
2. Your group will also be assigned a key audience so you can tailor/link your message to them.
 - User Tool: Table 2: **Key Audience and Framing Strategies for Communication** worksheet will assist you in tailoring your message.
 - User Tool: **Communications Planning Template** worksheet to organize your component.

Select one member of your group to present the component.

Feedback criteria:

- effective use of the component and of tailoring message.
- effective presentation skills
- use of strategies for picking up the pace

Facilitation Skills Training

Practice Session 3

Small Group

Prepare a short segment of a presentation using component 2 of a Facilitation Plan: The “Tell”. The Challenge will be to achieve an understanding of a key concept using a Q&A facilitation method to encourage participation. You will be drawing from the key concepts and activity in Module 5: *Adaptation Options*.

Process:

1. Your group will be assigned one of the key concepts from M3.
 - Defining Adaptation
 - Building Adaptive capacity
 - Delivering or Implementing Adaptation
 - Principles for Developing Adaptation Options & Strategies
2. Your group will apply the Q&A methods overviewed in this session to develop and deliver the concept using The “Tell”: 3-4 mins. so that your participants can complete the Wall Matrix in the Module 5 activity.
3. Your group will also be assigned a key audience so you can tailor/link your message to them.
 - User Tool: **Key Audience and Framing Strategies for Communication** worksheet will assist you in tailoring your message.
 - User Tool: **Communications Planning Template** worksheet to organize your component.

Select one member of your group to present the component.

Feedback criteria:

- effective use of the component and tailoring message.
- effective presentation skills
- Use of strategies for picking up the pace and increasing interaction.

Facilitation Skills Training

Practice Session 4

Small Group

Develop a “discovery approach” to prepare participants to complete the activity in Module 9: *Components of an Adaptation Program*.

Process:

1. Your group will develop a discovery approach using strategies from the *Facilitations Skills Training* Participant Guide page 12. Deliver your approach to the large group using component 3, “The Activity” to guide your delivery. Your goal will be to work with the content and tools in Module 9 to achieve a “successful” completion of the activity in Module 9.
2. Your group will also be assigned a key audience so you can tailor/link your message to them.
 - User Tool: **Key Audience and Framing Strategies for Communication** worksheet will assist you in tailoring your message.
 - User Tool: **Communications Planning Template** worksheet to organize your component.

Select one member of your group to present the component.

Feedback criteria:

- effective tailoring message
- effective presentation skills
- Use of strategies for picking up the pace and increasing interaction.