

# Basic Facilitation Skills

## Hosting Expectations



Thank you for your interest in hosting the **three-day Basic Facilitation Skills** workshop with the Community Development Unit (CDU). A community host is important to support local promotions, registrations, and logistics. **Hosting is not intended as revenue generation** but rather working in partnership to build the individual capacity of non-profit and civil society sector leaders.

### Workshop Requirements

- Three full days** of training with a minimum of 7.25 hours/day (8:30 a.m. to 4 p.m. with a 45 minute lunch break).
- A **minimum of 16 and a maximum of 25** community participants.
  - The workshop will be cancelled if there are 15 or fewer participants registered one week prior to the workshop.
- A maximum of five participants are allowed from any one organization.
  - This helps ensure diversity of participants which enhances learning for all participants.
- A **large open room** where tables and chairs can be easily moved around to allow for separate small groups and with plenty of useable wall space to hang flipcharts, papers, etc.
- Enough tables for all the participants to sit, plus two or three more for workshop facilitators to use for supplies.
- 27 (or more) chairs.

### Facilitation at a Glance!

Third Edition spiral bound booklets by Ingrid Bens (as of 2017).

- [www.amazon.ca](http://www.amazon.ca) has had them at \$23.80 each
- In Canada, contact "Books for Business" by phone 1-800-387-1417, email [help@booksforbusiness.com](mailto:help@booksforbusiness.com) or through their website [www.booksforbusiness.com](http://www.booksforbusiness.com)
  - It takes 5 days to ship to Alberta.
  - Booklets are approximately \$25 each with discounts for bulk ordering.

### Host Expectations

- Promote** the workshop and ensure the minimum number of participants is confirmed.
- Register** the participants including taking the registration fee.
  - The registration fee must be **cost recovery** only: refreshments, meals, rooms, materials.
  - The registration fee should be agreed upon with the CDU.
- Provide a laptop, projector, and sufficient wall space or a screen to display the presentation.
- Provide a complete list of participants to the CDU with participant contact information, organization they are representing, and any other non-profit organizations they work or volunteer with.
- Find and book an appropriate facility space**, including access for set up the day before and during the evenings between sessions.
- Provide lunches and refreshments** on site for participants and facilitators for the three days.
- Provide each participant with a Facilitation at a Glance booklet** (ordering information in the text box to the left) **and a 1" binder** with color copies of handouts and content from the Community Development Unit.
  - Binders must be assembled by the host.
  - The booklets and binders are for each participant to keep as resources.
- Provide nametags for each of the participants.