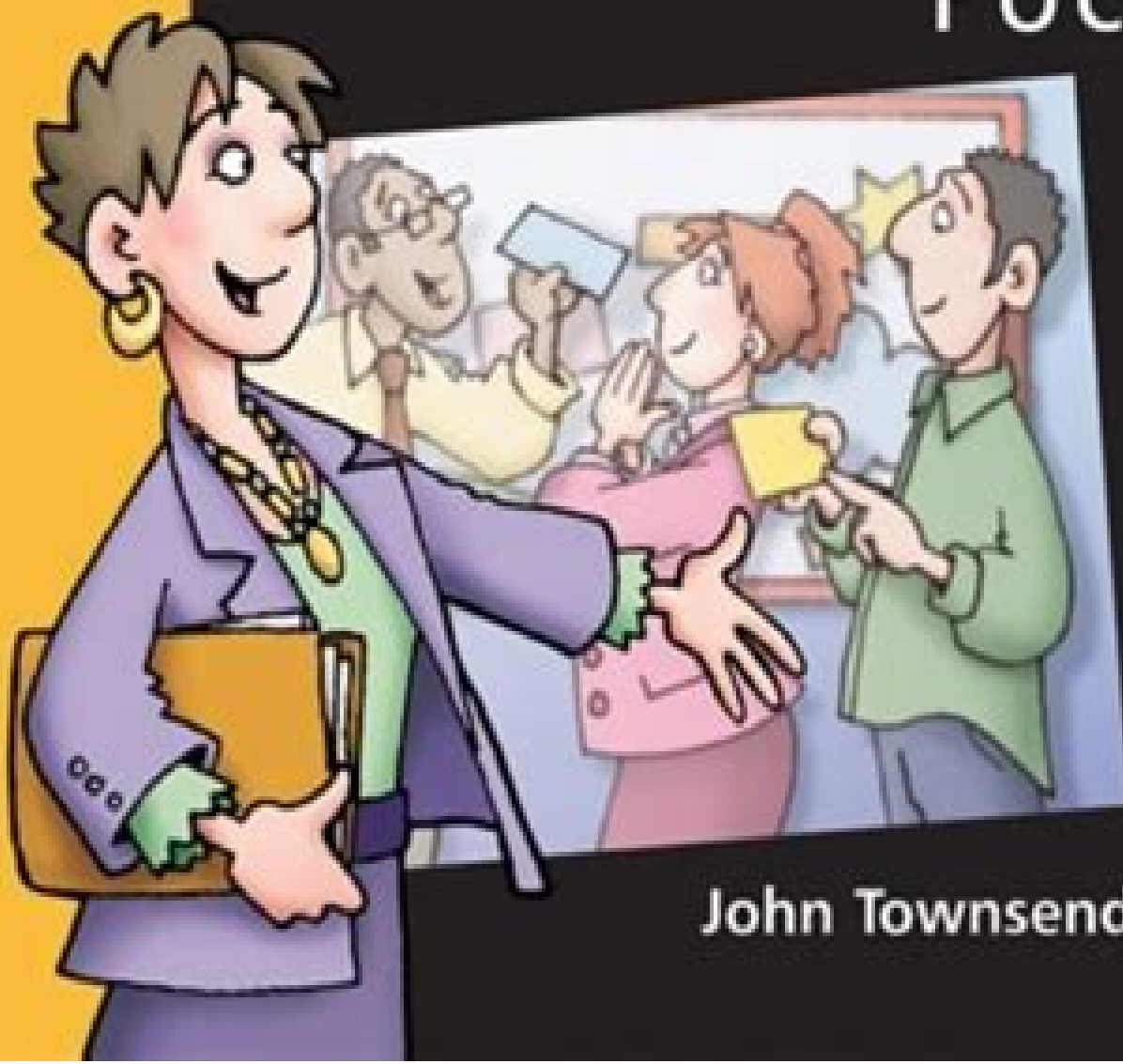


# FACILITATOR'S Pocketbook

*2nd Edition*

A pocketful of tips and techniques for all those who are challenged to bring the best out of people in meetings, team events and training sessions



John Townsend & Paul Donovan

# Facilitators Pocketbook

**John Townsend**



## **Facilitators Pocketbook:**

**The Facilitator's Pocketbook** Dr John Sims Townsend, John Townsend, Paul Donovan, Julie Perkins, 1999 Training Consulting Begins with an innovative decision making model to enable you to determine the most suitable approach for your next facilitation session This comprehensive guide covers all stages of facilitation from planning through implementation Includes session and interpersonal skills energizers and problem solving techniques This is the complete method outlined by the authors at the 1999 ASTD International Conference *Facilitator's Pocketbook* John Townsend, 2014-09-04 The facilitraining rainbow won t lead you to a pot of gold but it will enable you to decide on the most suitable approach for your next facilitation session This innovative decision making model is central to The Facilitator s Pocketbook a comprehensive guide covering all stages of facilitation from planning through to implementation Interpersonal skills including attitudes and values and session skills including energising and problem solving are dealt with at length This second edition contains significant new material notably the addition of a detailed case study and examples of six typical facilitation sessions John and Paul provide a quick route to a practical understanding of facilitation This book should be compulsory reading for all managers handling change Teresa Kilmartin Executive Manager Training Development Irish Life Assurance plc This book is the perfect illustration of what facilitation is all about making things easy Reflecting on the methods skills and techniques described it is easy to understand what it takes to become a skilled facilitator Read it and you will undoubtedly do it better and get better results Karin Priarollo Director Human Resources Novartis Consumer Health The Facilitator's Pocketbook John Townsend, Paul Donovan, 1999 The facilitraining rainbow won t lead you to a pot of gold but it will enable you to decide on the most suitable approach for your next facilitation session This innovative decision making model is central to The Facilitator s Pocketbook a comprehensive guide covering all stages of facilitation from planning through to implementation Interpersonal skills including attitudes and values and session skills including energising and problem solving are dealt with at length Facilitator's Pocketbook John Townsend, Paul Donovan, 2009 A comprehensive guide covering the various stages of facilitation from planning through to implementation It deals with interpersonal skills including attitudes and values and session skills including energising and problem solving It contains a detailed case study and examples of six typical facilitation sessions Collaborative Working Pocketbook Douglas Miller, 2017-09-11 Tips and techniques to make connections knit together individuals skills and optimise outcomes Webinars Pocketbook Stella Collins, 2015-09-16 Engaging your audience and holding their attention is the principal focus of the Webinars Pocketbook It will show you how to design set up and deliver internet based meetings presentations and training workshops that harness technology for maximum impact and effectiveness The pocketbook begins by describing the different webinar tools available such as web cams polls messaging windows whiteboards and breakout rooms and how and when they can be employed to your advantage It then goes on to explain how you need to adapt your communication style and method of delivery to suit the virtual

environment including making good use of attractive visuals to support your message An explanation of how to gain participant buy in several case studies a troubleshooting section problems and solutions and the authors top 21 tips for successful webinars end the pocketbook on a practical note

**Pocket Book for Simulation Debriefing in Healthcare** Denis Oriot,Guillaume Alinier,2017-09-25 This book is a concise manual on debriefing techniques in a clinical educational context It presents the most popular debriefing techniques and hence can be used as a reference manual by educators to help them achieve their intended debriefing objectives The overarching objective of debriefing is to promote reflection and improve patient safety awareness at an individual and a team level This book provides clear explanations of what constitutes a valuable and effective debriefing and presents the various approaches that can be used and how debriefing differs from feedback It includes key recommendations on aspects that directly or indirectly impact debriefing with different populations of learners such as students or qualified healthcare professionals of various levels of seniority This book can also be used as a survival guide for both simulation educators and clinicians during debriefings It includes several useful sections explaining the different phases of a debriefing session which help learners develop and consolidate their knowledge and identify potential knowledge or performance gaps and near misses The underlying philosophy of this book is to also promote profound respect for the trainee by using a non offensive debriefing approach Debriefing facilitators will appreciate the several key sentences that will help them lead and engage their learners in the various phases of expressing their emotions and analyzing their experience and actions

Coaching & Reflecting Pocketbook Peter Hook,2015-09-16 Any tool which helps people to become even better and more consciously competent in their roles is to be welcomed So it s not surprising that coaching is now firmly established in schools And because coaching centres around asking challenging and thought provoking questions coaching and reflecting are inextricably linked Find out how tools such as the miracle question and scaling enable high quality thoughtful dialogues and how learning to build rapport to question listen and give feedback can develop both coach and coachee Hook McPhail and Vass also talk you through goal setting and explain how to develop solution focused coaching in your own school There are plenty of real teachers experiences to inspire you All this and a ground breaking chapter on Reflective Practitioner Groups groups of colleagues using structured formats or protocols to facilitate discussion about teaching and learning Exciting and innovative

*Collaborative Learning Pocketbook* Gael Luzet,2013-01-01 I really like it when we can talk in class says Kelly in Year 8 grinning from ear to ear when I suggest a group activity on a grey Monday morning Although I suspect that she might like it for the wrong reasons I know that there is a lot for her and the other 29 students in the class to learn in a structured co operative learning context Gael Luzet s Pocketbook about small group work focuses on how the power of more than one can transform learning Like all good teaching and learning strategies successful collaborative learning relies on meticulous planning and careful delivery both of which are discussed here Ideas for basic collaborative activities are included as well as practical examples of how to use

various high impact strategies in lessons You begin to see what lies behind Vygotsky s words The one who does the talking does the learning And assessing and evaluating Process and product individual and team contributions formative and summative approaches they re all covered      *Software Engineer's Pocket Book* Michael Tooley,2013-10-22 Software Engineer s Pocket Book provides a concise discussion on various aspects of software engineering The book is comprised of six chapters that tackle various areas of concerns in software engineering Chapter 1 discusses software development and Chapter 2 covers programming languages Chapter 3 deals with operating systems The book also tackles discrete mathematics and numerical computation Data structures and algorithms are also explained The text will be of great use to individuals involved in the specification design development implementation testing maintenance and quality assurance of software      *Emotional Intelligence Pocketbook* Margaret Chapman,2014-07-15 Easy on the eye with humorous illustrations this little book teaches us about ourselves and the huge role our emotions play It is a great size for dipping in and out of hitting the spot on every scenario The book is broken down into clear sections firstly identifying EI then advising how to develop your own EI complete with informative teachings on how to achieve this Who would benefit from reading this book A shorter list would be who wouldn t as it is for managers team leaders and team players alike Many of the scenarios can even be adapted to life outside the work place as it is all about developing your personality Without giving too much away this little book teaches you how to turn negatives into positives and how to get the best out of ourselves and others It can grow self esteem and confidence in yourself and those around you Margaret Chapman has packed a great deal of wisdom into this small package Unusually she tells us not only what Emotional Intelligence is but also how it can be practically developed Read this book put some of its ideas into practice and that could change your life Michael Chaskalson CEO Mindfulness Works Ltd Insightful outlines how to develop the skills that will ensure you can influence outcomes and get more of what you want while bringing others with you Gladeana McMahon Chair Association for Coaching UK      *Training Evaluation Pocketbook* Paul Donovan,2014-01-01 The 2nd edition of the Training Evaluation Pocketbook explains succinctly visually and with abundant informative examples how to measure training results In order to demystify the process of evaluating training events the pocketbook identifies nine possible outcomes to measure reaction to training satisfaction with the way training was organised knowledge acquisition skills improvement attitude shift behaviour change organisational results return on investment and psychological capital The book s authors are Paul Donovan and John Townsend who have also jointly written three other titles in the Pocketbook Series namely Facilitator s Training Needs Analysis and Transfer of Learning      **360 Degree Feedback Pocketbook** Tony Peacock,2015-09-16 To 360 degree feedback is one of the most powerful experiences a person can have in the workplace according to Tony Peacock the author of The 360 Degree Feedback Pocketbook In this book he shows how feedback can be used for personal development self awareness identification of talent and how in flatter organisational structures it will help management obtain a richer picture of team members The focus of these reviews is all

about how people behave the work activities they undertake and how feedback is given to facilitate change This book guides the reader through the whole process starting with any concerns individuals may have and overcoming objections followed by the pluses and minuses of developing in house systems or using external providers How to handle confidentiality and feedback and the way sharing of development plans are undertaken are explained in an easy step by step format

**Restorative Justice Pocketbook** Margaret Thorsborne,2014-09-04 Schools that have adopted the ancient principles of restorative justice in their approach to behaviour management report better relationships with young people greater engagement in learning and a greater development of social and emotional competence among learners No surprise then that interest in restorative practices is growing It s all about relationships Wrongdoing is viewed through a relational lens All those responsible for and affected by the behaviour are involved in solving the problem Working in conference with a teacher facilitator participants come to understand the harm done to people and relationships Accepting that such harm creates obligations and liabilities they then focus on repairing the damage and putting things right Expert practitioners Margaret and David provide a thorough grounding in restorative practice with worked examples and easy to follow teacher scripts to get you started If RJ is new to you you ll be a convert in no time Concise comprehensive and accessible this book is an essential companion for any school beginning its restorative journey and an aide memoire for those already embarked Mick Levens Deputy Head Forest Hill School I welcome this pocketbook as a practical and clear guide for school staff on using the spectrum of restorative practices with pupils Graham Robb Education Consultant and Youth Justice Board member If you re searching for the something in the something must done be mantra you should read this book It de mystifies the use of restorative approaches in schools clearly and simply outlining theory and practice as well as offering a persuasive case for change Its straightforward informative style and common sense step by step approach make it essential and enjoyable reading for both new and experienced practitioners Si n Williams Behaviour Inclusion Co ordinator London Borough of Lewisham

**Trainers pocketbook** John Townsend,2018-06-07 A pocketful of tips and techniques for trainers teachers instructors and group leaders

*Teambuilding Activities Pocketbook* Paul Tizzard,2015-09-16 Building teams that are united motivated and productive is the aim of this collection of practical easy to use activities They are for use by managers at team meetings and briefings and for trainers running teambuilding workshops The lively and persuasive activities are the work of Paul Tizzard who has already established his credentials as a creative developer of training materials with the publication of *The Icebreakers Pocketbook* and *The Openers Closers Pocketbook* both popular titles in the Management Pocketbook Series The activities in *The Teambuilding Activities Pocketbook* are grouped according to their suitability for different stages of team development From new teams to established teams there is a range of applicable activities to choose from There are those too that address specific team issues To help readers identify which activities they need to draw on there is a questionnaire that will identify at what stage their own team has reached Also dealt with in the book are facilitation

presentation and coaching skills Reviewing the book in Training Journal shortly after its publication Matt Somers wrote I would recommend that anyone who interacts with teams buys a copy and keeps it handy *Excel Years 11-12 Business Studies Pocket Book* Morris Wood,2001 **P4C Pocketbook** Barry Hymer,2012-01-01 Philosophy for Children P4C was conceived by Professor Matthew Lipman in the late 1960s Here s what he said about it The aim of a thinking skills program such as P4C is to help children become more thoughtful more reflective more considerate and more reasonable individuals Who wouldn t want to offer their pupils that opportunity In the P4C Pocketbook Barry Hymer and Roger Sutcliffe explain how to use P4C in your own classroom to sustain and develop in all children the curiosity that is so evident in the young They introduce and explain communities of enquiry outline a broad ten step process for P4C sessions provide plenty of practical examples and show how P4C can be used to explore key concepts Chapters are devoted to choosing a stimulus questions the Socratic Method facilitating an enquiry and review There is an excellent resource section at the end of the book spanning Foundation Stage to KS5 **Interviewer's Pocketbook** Sean McManus,2014-01-01 The Interviewer s Pocketbook has had a major overhaul in this new third edition and now focuses exclusively on the recruitment interview The opening chapters look in detail at the necessary skills for conducting an interview questioning techniques listening skills and interpretation of body language Types of question are explored with ways in which to use them as well as questions to avoid asking while a helpful example interview shows the techniques in action Later chapters cover preparing for and conducting the interview including looking at job descriptions and specifications preparing evidence questions and evaluation of candidates **Presentations Pocketbook** John Townsend,2015-09-16 This edition of The Presentations Pocketbook published October 2009 is packed full of tips and techniques for planning structuring and delivering a polished presentation A good starting point for the inexperienced and a quickly assimilated refresher course for the more experienced this title is consistently among the best sellers in the Pocketbook Series The content covers overcoming nerves handling audience questions and making the message memorable with visual hearing and feeling VHF support An intriguing and entertaining short story at the end of the book what the author terms a presentations parable reinforces the key learning points There is too a practical presentations checklist and lots of visual content to enhance the learning experience Author John Townsend is a polished speaker with a life time of experience in leading training courses and presenting at conferences and events worldwide

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