



ToT Gender 2021

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Foreign Affairs FDFA
Swiss Agency for Development and Cooperation SDC

1. Facilitation of capacity building workshop with partners
2. Facilitation of visualized digital input for colleagues

Source: www.care.org

The illustration shows an orange figure standing next to a machine labeled 'EDUCATION'. A cable connects the machine to another orange figure sitting in a chair, who appears to be using a device. The machine has a circular dial on top and several buttons on its front panel.

TOP-DOWN TRAINER

Has the answers, gives knowledge to the students or trainees

Is the expert, knows best

Presents new information from the front of the group

Information flows in just one direction, from teacher to students

Brings extensive knowledge of the subject

Is concerned with students understanding the right answer

Has a formal relationship with the students, based on their status as a teacher

Directs the learning

FACILITATOR



Responsibilities of the Facilitator:

1. **Facilitators are the standard-setters for the discussion.** Facilitators must stay focused and alert, interested in the discussion and the learning that is taking place. They set and maintain the tone of discussion, by example and by setting ground rules. Facilitators should make eye contact with all participants, listen closely, and encourage everyone to contribute to the group.
2. **Facilitators make the workshop environment a priority.** Everything from how the chairs are set up, candy, quotes on the wall, location of restrooms, and many other logistical items. The facilitator is responsible for gauging the physical environment of the training and how the environment relates to the feeling of the workshop.
3. **Facilitators are mindful of timing issues.** It is easy to over-schedule activities and not incorporate enough downtime for the participants. Avoid planning intensive activities directly before or after a meal. Always plan on activities taking longer than you think. Facilitators need to constantly check-in with the group to gauge their energy level.
4. **Facilitators are responsible for articulating the purpose of the discussion and its significance to the group.** It is important to clearly state the goal and purpose of each activity and section of the training. Also, let the group know the expected time that will be spent on each activity.
5. **Facilitators make use of various techniques/tools to keep the discussion moving.** When tension arises or discussion comes to a halt, the facilitator must be prepared with tools to keep the learning happening.
6. **Facilitators are responsible for paying attention to group behaviors.** Be observant of verbal and non-verbal cues from the group. You can encourage people to explain their behaviors during check-in periods.
7. **Facilitators should be relaxed and have a sense of humor that makes sure discussions are enjoyable as well as educational.** Group discussions can often take a very serious turn and become intense. It is important to remember we do not have to be fired-up or uptight in order to have effective discussions. Laughter and a relaxed environment can be the greatest methods for a good discussion.