NHBSR’s Spring Conference

HUDDLE UP FACILITATOR TRAINING

Just One Day for …

Facilitator Training
Mirjam IJtsma
Cultural Chemistry

Huddle Up Manager
Renee Charney
Charney Coaching & Consulting
Huddle Up Facilitation
Training Provided by

nhbsr
new hampshire businesses for social responsibility

Cultural Chemistry
Human Resources Redefined

CHARY COACHING & CONSULTING LLC
Partners with Executives, Leaders and Organizations
The Huddle Up Sessions

Objective: discuss engaging ideas, solving problems and building community!
The Huddle Up Sessions

Source?

• Questions or topics suggested by conference attendees
• Voted most interesting by the same group via online voting (nhbsr.uservoice.com) & live conference voting
fa·cil·i·ta·tor

noun \fə-ˈsi-lə-, tə-tər\

: one that facilitates; especially : one that helps to bring about an outcome (as learning, productivity, or communication) by providing indirect or unobtrusive assistance, guidance, or supervision
A great facilitator

- Stays neutral on the content
- Listens actively
- Paraphrase to clarify
- Asks questions
- Keeps Time
- Plays Ping-Pong
- Test Assumptions

A great facilitator

Ask – Listen - Summarize
Managing your session
A suggested approach

- Ask attendees to briefly introduce themselves
- Read the question, with explanation
- Ask for first response for the group
  - Focus on success & challenge
- Narrow down the topic
  - Find the core challenge
- Ask for success stories on the challenge
- Discuss why it was successful
- Discuss potential pitfalls
- Summarize the discussion
Managing your session
A suggested approach

Ask – Listen - Summarize
Your potential challenges

- The group depends on you as a speaker
  - Ask questions
  - Provide a statement
  - Provide an example
- The discussion stops
  - Make sure you keep the flow in mind
  - Make the connection with challenges & success
- One person takes over
  - Play Ping-Pong
  - Summarize and move on
NHBSR would like to better understand how it can support their members. The last 5 minutes of each session is for the board member to poll to the attendees.
Remember!

The huddle session is about exchanging knowledge not to showcase your knowledge!
Next Steps…

THINGS TO KEEP IN MIND BEFORE, DURING, AND FOLLOWING THE CONFERENCE

• Please plan on arriving at the Grappone Conference Center at 7:30 AM on May 12th to meet, align, and learn any late-breaking updates.

• During the conference, if there’s anything you need regarding facilitation questions or support, please see Renee Charney.

• We will distribute a feedback form/survey following the conference to learn what worked well for you during the facilitation process and what you suggest for upgrading the facilitation process for next year’s conference.

• Thank you, again, for offering your time and talent!
NHBSR’s Spring Conference
HUDDLE UP FACILITATOR TRAINING

Our thanks to Mirjam IJtsma of Cultural Chemistry for leading the Facilitator Training!

Huddle Up Manager
Renee Charney
Charney Coaching & Consulting
Thank you for huddling up with us!