

To Promote More Productive MAPETS Breakout Sessions:

(This list is not intended to be comprehensive; just let it serve as hints/reminders !!)

PLEASE NOTE:

Some districts may ask its facilitators to serve during a single session while other districts enlist their facilitators to serve multiple sessions. Your enlistment as a group facilitator is a district's responsibility and each district has enlisted its facilitators based upon whatever methods best meet its needs. Too, please remember that the 'mechanics' of each room's leadership includes the well-in-advanced enlistments of a **RECORDER** if the facilitator intends to use one.

- Self introductions of each participant each session may not be the best use of the allotted time for that session. Each **facilitator** may **briefly** introduce yourself, any other individuals in the room that are not part of the assigned group, and the **main** discussion topic(s) for **each** session in whatever manner fits the facilitator's style.
- **Realize** that “we”, together, have more experience than any one individual in the room...therefore, as the facilitator's job is to tap into that experience base in such a way that **all** will leave the session better informed leaders...as facilitator, you **don't** have to have all the correct answer because the **best** answer usually comes from somewhere within the group.
- **Empower** your group to provide the major portion of input/solutions to the session's topic(s). Local Rotary Club **leaders** will be in your room and have a lot to contribute, if/when given the opportunity to do so. **Encourage** “balanced” discussion that involves **every** individual in your group and closely **monitor** the session to insure that the most effective use of the allotted time and the flow of the discussion results in the best learning.
- **Ask** “open ended” questions to encourage group discussion: i.e. “How do you deal with this in your club?” **&/or** “Tell us briefly how you think this might “work” in your club. **&/or** “What ideas do you have related to this topic?” **&/or** “What question do you have related to this topic?”, etc.
- **Wait** (mentally count to about 7, if necessary) for discussion to begin after you have “set up the topic”...(note: waiting is not exactly easy but it is **soooo** essential , if you really desire group involvement !!) A brief time of silence allows the group to **think** about the topic...you are leading a group of club leaders...give them a **chance/opportunity** to respond...you will discover that they **will** talk and will do so in very **helpful** and **productive** ways.
- The best measurements of any session's overall effectiveness are the voices that **dominate** that session. The dominant voice of the session **should not be** the voice of the facilitator !!!

- If it fits the facilitator's style, you could **conclude** the session by asking the group to form a few summary statements related to the most helpful things that they learned during this breakout session...these statements should be those stronger points of the discussion that will most impact their leadership throughout the upcoming year.
- **It is essential** that each facilitator 'personalizes' his/her own approaches to making certain that these workshop sessions are beneficial and productive...this might include creating a "thought-starter" item/activity to begin each session that will 'spark' your group's interests. Perhaps spending advanced time for your personal preparation can make you more comfortable with your role as leader as you become more familiar with the information that needs to be covered within each topic that you have been assigned to lead.

(Please allow these basic suggestions as detailed above to guide you whenever you serve in the role of **discussion facilitator** for any **Training Seminar** session.)

The stronger and more effective these Breakout Sessions are guarantees the successes of the upcoming Rotary year. Each facilitator is a vital player on the MAPETS leadership team and is the "key" to the overall benefits of this Leadership Training Seminar. The quality contributions made toward our having better trained leaders in this part of the Rotary world are absolutely priceless !! We could not pull this event together were it not for volunteers like each of you whom have willingly accepted the assignment to serve as a facilitator. Please feel free to seek out any of us serving on the MAPETS Steering Committee if you ever have questions or need assistance !!

*(information within these paragraphs was prepared for MAPETS by PDG George Paden,
Rotary District #6110 Trainer, 2005-08)*