

# Group Facilitation Training Program Summer 2017



## Program Overview

APAC's Group Facilitation Training Program will equip you with the knowledge, skills, and confidence to effectively design, manage, and lead a group to solve community problems and meet desired goals.

Upon successful completion of the program requirements, participants will be recognized as a Certified Group Facilitator at APAC's annual Graduation Ceremony.

### Learning Objectives

- Self-assessment of group facilitation strengths and weaknesses
- Group process and how it can be used to solve community problems
- Adult learning concepts
- Effective Group Leadership
- Decision-making and problem-solving models
- Differentiate well-formed from poorly-formed goals and objectives
- Collaboration with others to design an organizational planning session
- Personal portfolio of resources

### Program Requirements

There are multiple required elements of the intensive program including:

- Attendance at two (2) three-day training sessions
- Pre and post workshop assignments
- Demonstration of learned facilitation skills

### About the Three-Day Training Sessions

- Training Sessions are scheduled in June and July in Little Rock.
- Program Fee: \$800 includes all training materials

**Session 1: June 13, 14, 15**

**Session 2: July 18, 19, 20**

**Apply today to become a Certified Group Facilitator!**

**Enrollment is VERY limited.  
Application Deadline:  
May 19, 2017**

**For more information contact  
Jolie Busby:**

**jabusby@ualr.edu  
(501) 569-8469**

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## **About APAC**

The Arkansas Public Administration Consortium (APAC) is dedicated to improving the quality of public services in Arkansas through public administration education and management training opportunities for public and nonprofit organizations.

APAC is a collaborative program of the University of Arkansas at Little Rock, University of Arkansas, and Arkansas State University. APAC is a training institute, an internship program, a consultation service and host to three professional certification programs.

APAC includes

- Certified Public Manager (CPM) Program
- Certified Volunteer Manager (CVM) program
- Masters of Public Administration (MPA) Internship Program
- Certified Planning and Zoning Official (CARPO) Local Government
- Certified Group Facilitator (CGF) Program

A board comprised of the MPA coordinators from the consortium universities governs APAC.

The APAC Advisory Board also provides guidance with program development, marketing and alumni support.

APAC staff includes

- Jolie Busby, Executive Director
- Shelle Stormoe, CPM Program Manager
- Lisa Crittenden, Office Manager

## **About the Group Facilitation Training Program**

Group Facilitation is all about helping a group of people achieve specific goals. In APAC's Group Facilitation Training program, participants will learn skills and techniques to encourage and support maximum individual and group contributions so that objectives are achieved.

### **Learning Objectives**

Learning objectives for this program include

- Self-assessment of group facilitation strengths and weaknesses
- Group process and how it can be used to solve community problems
- Adult learning concepts
- Effective Group Leadership
- Decision-making and problem-solving models
- Differentiate well-formed from poorly-formed goals and objectives
- Collaboration with others to design an organizational planning session
- Personal portfolio of resources

Participants will be expected to demonstrate learned facilitation skills in the context of a group meeting.

### **Target Audience**

This program provides comprehensive facilitator training for individuals who facilitate public sector meetings and want to gain maximum audience participation and contribution.

## **Program Completion Requirements**

Participants will earn the Certified Group Facilitator certification upon completion of the following:

- Two (2) three-day training sessions
- Pre and post training session assignments
- Demonstration of learned facilitation skills

## **Program Schedule & Location**

Dates:           Session 1: June 13, 14, 15  
                    Session 2: July 18, 19, 20

Location:       MidSOUTH Training Academy  
                    415 N. McKinley St.  
                    Little Rock, AR 72205

Schedule:       8:30 am – 4:30 pm

## **Program Fee**

- The program fee is \$800.00 and includes all required training materials.
- By enrolling in the training program, you are making a financial commitment to pay the training fee associated with the training. Although APAC invoices the participant's agency, responsibility for payment remains with the participant.
- If accepted, **full payment is due to APAC by June 9, 2017**

## **Pre-workshop Assignments & Materials**

Each participant receives a three-ring binder with course materials at the first session. Materials are added as participants move through each session. Instructors may require outside assignments in preparation for discussion during the course. These assignments could include a brief narrative, reading material (provided), questionnaire or case study.

## **Evaluations**

Participants will complete evaluations at the end of each workshop session. These evaluations, that assess the effectiveness of course/curriculum and instructor, are important in determining if the course is meeting the needs of the participants.

## **Cell Phones**

Cell phones tend to distract from the business at hand. If there is a real need for a participant to have their phones turned on, they must be on silent mode to keep from affecting others. Participants should consider the training day as a welcomed reprieve from the hectic stress of the office – a time to absorb, enjoy and network with colleagues.

## **Apparel**

Dress is business casual. The most common consideration is possible temperature fluctuation in the training room – be prepared by bringing a jacket or sweater just in case.

### **Reminders**

Participants will receive reminder notices regarding attendance at the workshop as well as assignment deadlines. These notices, generally transmitted electronically, confirm the dates, times, and location, as well as any other important information. Participants should contact the APAC office if they have not received reminder notices or have questions about program requirements.

### **Information and Updates**

In order to remain informed, please check email frequently. The use of email may be the sole method for disseminating blanket information. If you change your phone number, email address, or employer please let us know so that we may keep you informed about any changes or events.

### **Inclement Weather Policy**

APAC follows the University of Arkansas at Little Rock's cancellation policy. In the event a workshop session is cancelled due to inclement weather, a makeup session will be scheduled. When the University is closed due to inclement weather or other circumstances, all classes, day and night, on and off campus will be cancelled. This includes APAC classes. All radio and television stations in central Arkansas will be notified through the office of Communications when the University is closed. To be certain, check the UALR website [www.ualr.edu](http://www.ualr.edu). It will be posted on the main page if the university is closed. All efforts will be made to contact CVM participants should a session require cancellation.

### **Attendance Policy**

Participants are expected to satisfactorily complete all program requirements including attendance at two (2) three-day sessions and all pre and post training session assignments in order to meet certification requirements and graduate. If a participant must miss a session due to work-related crisis or personal emergency, he/she must make up this session. Additional absences can jeopardize the participant's opportunity to graduate.



# Group Facilitation Training Application Form

Application deadline: May 19, 2017

**Applicant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Organization \_\_\_\_\_

Organization Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Personal Phone: \_\_\_\_\_

E-Mail (required): \_\_\_\_\_

How did you hear about the program? \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please send my invoice to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*As attachments to this application form, please answer the following:*

- A. Please include a brief description of the organization where you are currently working and your job responsibilities.
- B. Please include your resume.
- C. Why you wish to participate in the program and what you expect to learn
- C. What you expect to accomplish in your career with a certification in group facilitation.

**Signatures:**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

*I have reviewed this completed application, and I approve and support the candidacy of this applicant.*

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Please submit complete application to:**  
 APAC  
 UALR Ross Hall 634  
 2801 S. University  
 Little Rock, AR 72204  
 Phone: (501) 569-8469  
[jabusby@ualr.edu](mailto:jabusby@ualr.edu)

Attendance Policy: Participants are expected to satisfactorily complete all program requirements including both three-day sessions and all pre and post workshop assignments in order to meet certification requirements and graduate. If a participant must miss a session due to work-related crisis or personal emergency, he/she must make up this session. Additional absences can jeopardize the participant's opportunity to graduate.

## Code of Ethics and Professionalism

I, \_\_\_\_\_ the undersigned agree that:

- Participation in this unique program is a privilege, not an entitlement.
- I voluntarily choose to be part of this program.
- I represent the brightest and best from my organization. It is up to me to make sure that I am deserving of the privilege and, as a result, my actions will reflect my professionalism.

### Personal Responsibilities:

- I will, to the best of my abilities, complete my assignments, pay attention and participate in a positive manner. I will be certain to keep down distractions and sidebar conversations to ensure everyone can focus on learning.
- I will adhere to the attendance requirements for this program. This means I will make every effort to remain in class for the full session and sign-in on the attendance sheet regularly.
- I will communicate progress difficulties with my site manager and take advantage of available resources. However, my success or failure in this program is my own responsibility.
- I have a duty to represent my organization in a positive manner. As such, I will learn whatever I can from all classes and bring back this insight to improve my organization.
- I will conduct myself in an ethical manner.
- I will ensure that all work completed for the program is of my own effort. I will not plagiarize/copy another students' work.
- I am here to learn, and my attitude will make the difference in my success and that of the program.
- In return, I will have the privilege of participating in a unique educational opportunity that offers a well-respected credential upon completion of the program.
- I will enjoy the journey and assist others in making their own journey successful.

### Classroom Responsibilities:

- Because I may have vast experience or someone mentored me well, I may know more than some of the instructors on some topics. If circumstances arise, I may use my knowledge to support my instructor and mentor others in the class so we can all benefit.
- Everyone is entitled to an opinion, and I will listen to others without judging or belittling.
- I agree to disagree amicably and with respect and to sincerely listen to other viewpoints.
- I will value our differences and use them to learn.

- I share in the responsibility to help create a positive environment in the classroom and with my colleagues and instructors.
- I am encouraged to offer CONSTRUCTIVE feedback. I can tell if my feedback is constructive by asking, “Will my remarks improve the program or help a person?” If the answer is yes, then proceed. I will refrain from personal attacks, sarcasm and negativism.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARTICIPANT COPY TO BE MAINTAINED IN YOUR NOTEBOOK**