



YOU PART

Engage. Connect. Empower

GROUP WORK WITH FACILITATOR

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FACTS

The **Age** of participants can vary, it can range from children and teenagers to young adults, depending on the target and objectives of the activity.

The **Number** of participants can range from a small group of a few individuals to larger groups consisting of dozens or even hundreds of participants. The ideal group size often depends on the nature of the task and the desired level of interaction and collaboration among participants.

The **Duration** can range from a short session of 15-30 minutes to longer sessions spanning several hours. The duration should be sufficient to allow participants to engage in meaningful discussions, complete activities, and achieve the desired outcomes.

The age of participants, number of participants and duration of the group work activity may vary depending on the specific context and objectives of the session.

GOALS

This is a collaborative method that involves organizing individuals into small groups, guided by a facilitator. They set objectives, establish norms, and design activities for collaboration, communication, and reflection. It promotes learning, problem-solving, and an inclusive environment.

The main goal of this method is to promote collaboration among participants, enhance their skills in communication and problem-solving, facilitate the exchange of knowledge and ideas, foster active engagement, and encourage reflection for continuous improvement. By organizing individuals into small groups and providing a facilitator to guide the process, this method aims to create a supportive and productive environment where participants can work together effectively towards a common objective, learn from each other, and develop valuable skills that are applicable in various personal, academic, and professional settings.

TOPICS

"Group Work with Facilitator" can be applied to various topics and contexts, including workplace settings, community organizations or outdoors. Whether in workplaces, or community settings and classrooms this strategy facilitates effective teamwork, enhances communication, fosters creativity, and supports personal and professional growth. Its versatility makes it a valuable approach in diverse areas where the collective effort, shared learning and inclusive group dynamics are desired.

ADDITIONAL INFORMATION FOR THE FACILITATOR

The facilitator should possess strong facilitation skills, subject matter knowledge, and an understanding of group dynamics. They should effectively manage time, adapt to the group's needs, and provide constructive feedback. Their guidance ensures productive discussions, equal participation, and a supportive environment.

MATERIALS

A suitable physical space, chairs (if needed), writing surfaces such as whiteboards or flip charts, writing tools, printed materials like handouts or worksheets, digital tools and technology for online collaboration or research, presentation equipment for visual content, and supplementary resources like books or articles.

These materials support the collaborative activities, discussions, and presentations, facilitating effective communication and knowledge sharing among participants.

PREPARATIONS

The facilitator should establish clear objectives and develop an agenda to guide the session. They need to gather and prepare materials, design relevant activities, carefully form groups if applicable, and have a solid understanding of the content. Additionally, reflecting on past experiences and incorporating improvements into the preparation helps enhance the effectiveness of the session.

INSTRUCTIONS

Step 1 – define objectives

Clearly state the goals and outcomes you want to achieve through the group work session.

Step 2 – prepare materials

Gather and organize all necessary materials, including handouts, writing surfaces, and digital tools.

Step 3 – create an agenda

Develop a structured plan that outlines the activities, discussions, and time allocation for each part of the session.

Step 4 – introduce objectives to participants

Share the session's goals and what participants are expected to accomplish during their group work.

Step 5 – explain guidelines and expectations

Set clear guidelines for participation, collaboration, and respectful communication within the group.

Step 6 – facilitate group formation

If participants need to be divided into smaller groups, create balanced and diverse groups to foster effective collaboration.

Step 7 – guide activities and discussions

Lead participants through the planned activities, ensuring they stay focused and engaged in meaningful discussions.

Step 8 – foster collaboration and problem-solving

Encourage participants to share ideas, perspectives, and solutions, promoting teamwork and collective problem-solving.

Step 9 – provide guidance and support

Offer assistance, answer questions, and provide additional information or resources to support the participants' work.

Step 10 – efficient time management

Keep track of time to ensure that activities progress as planned and make adjustments if needed.

Step 11 – encourage reflection

Allocate time for participants to reflect on their experience, share insights, and identify areas for improvement.

Step 12 – provide feedback and wrap up

Offer constructive feedback to participants, summarize key points, express gratitude for their participation, and conclude the session.

By following these steps, you can successfully implement the "Group Work with Facilitator" method.



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