



Facilitator Guide

Prep

- Chart the 5 topics on the chart paper
- Put them up on the walls

Materials

Provided by ExCEL

1. Sign in sheet?
2. Chart Paper (giant post-it paper) - 5 pages each session
 - Staff Trainings - Access and Support from ExCEL and CBO
 - Building an Intentional Community with your staff
 - Peer support by identifying veterans and new staff
 - Staff Motivation and Retention
 - Supervision, holding staff accountable

3. Markers
4. Pens
5. Tool-kit of resources

Facilitators should provide

6. Agenda printed out
7. Talking piece



Leading the Session

10 minutes Introduction -

I. Reminders

1. This is a safe space and everyone should feel free to be open
2. Go over group norms
3. We will not be able to solve all problems during this time, this is a space to
 - a. Identify Needs
 - b. Resources Share
 - c. Support
 - d. Show that you are part of a larger group
 - i. ExCEL support
 - e. Understand how hard it is to be in the first or second year

I. Choose

1. Share a personal story

- a. What's something that you've had to overcome around this topic

2. Pair and Share

- a. Partner with someone you don't know and tell them what you are hoping to get out of this session
- b. Then share out 3 - tell what your partner said

3. Writing

- a. Everyone write down 3 things you are hoping to get out of this session
- b. Collect these and turn them in



20 minutes Resource Sharing -

1. Point to the Chart Paper on the wall
2. Have participants Do a gallery walk
 - a. Add specific questions around the topic
 - b. Add suggestions and resources
3. Give people time to take a look at the notes

- a. Let them know that they will be shared on the hub
4. Then hand out Tool Kit

10 minutes Reflection

Circle

1. Let people know about next steps for support

- a. More investigation based on the questions from today
- b. Resource on BLOG and Hub
- c. Bring back thoughts to ExCEL about more support and PD
- d. Remind people about the resources that are in place
- e. Share your email address if you feel comfortable

2. Everyone says

- a. One take-away from the meeting today
- b. OR one suggestion for the facilitation of these sessions