



## Introduction to Group Facilitation

### Publications of Interest to Facilitators (Selected from an endless list!)

**\*Winning Through Participation**, Laura J. Spencer, Kendall/Hunt, 1989 - £12.95

A textbook of Technology of Participation (ToP) methods, this book is invaluable both as an introduction to ToP methods and as a means to reinforce ToP facilitation training. Drawing on international case studies, it discusses step-by-step procedures for designing and facilitating effective participatory events.

**\*The Art of Focused Conversation**, Brian Stanfield (Ed.), ICA Canada, 1997 - £14.95

This “how to” book demonstrates myriad uses of the ToP Discussion Method in the workplace. Part I explains the theory of the method and Part II contains 100 sample discussion designs used in a variety of situations.

**\*The Art of Focused Conversation for Schools**, Jo Nelson, ICA Canada, 2001 - £14.95

A similar layout to “The Art of Focused Conversation”, but with examples geared specifically towards use in schools and other institutions of formal learning, for the benefit of pupils, students, educators and parents.

**\*The Workshop Book**, Brian Stanfield, ICA Canada, 2002 - £14.95

This book explores the ToP Consensus Workshop method in depth, providing background and context to the method, as well as detailed procedures and hints for each stage.

**\*Methods for Active Participation**, Terry D. Bergdall, Oxford University Press, Nairobi, 1993 - £9.95

A down-to-earth account of the processes of rural development pioneered by ICA, engaging marginalised members of communities in East and Central Africa in the planning and implementation of relevant projects according to local priorities. The final part of the book is a handbook for facilitators - a 'text book' from an African development perspective.

**50 Ways to Build Team Consensus**, R. Bruce Williams, Skylight Publishing Inc., 1993 - £16.95

A practical how-to resource book containing suggestions for generating agreement within a group. Each suggestion or activity includes a description, a detailed step-by-step guide for the facilitator, additional hints and a concrete example.

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**Facilitating with Ease**, Ingrid Bens, Jossey-Bass, 2005

Core skills for facilitators, team leaders and members, managers, consultants and trainers as well as a number of useful tools and techniques.

**Participatory Workshops**, Robert Chambers, Earthscan, 2002

A practical sourcebook of 21 sets of ideas and activities to use when working with groups.

**The Complete Facilitators Handbook**, John Heron, Kogan Page, 1999 -£25.00

Defining a facilitator as “a person who has a role of empowering participants to learn in an experiential group”, the author explores the role of the facilitator by looking at the six dimensions of facilitation (planning, meaning, confronting, feeling, structuring and valuing) and three modes (hierarchical, co-operative and autonomous). A comprehensive and useful reference.

**The Skilled Facilitator**, Roger M. Schwarz, Jossey-Bass, 1994, £25.00

Subtitled “Practical Wisdom for Developing Effective Groups”, this book elaborates on how facilitation can help, what foundations need to be laid to ensure facilitation is effective, and then provides some useful guidance on how to intervene.

**Facilitator’s Guide to Participatory Decision Making**, Sam Kaner, New Society Publishers, 1996 -£18.50

A practical guide of tools and ideas which facilitators can draw on when enabling a group to reach a decision. Full of useful and usable “tricks of the trade”.

**Participatory Learning and Action: A Trainer’s Guide**, Pretty, Guijit, Thompson and Scoones, IIED, 1995 -£18.95

Directed more at trainers of participatory approaches, but nevertheless a useful source of practical ideas and tools for facilitators to use (including 101 games and exercises)

**International Facilitator’s Companion**, Jon Jenkins, DigiTAAL, 1997- £90.00

A compendium of 12 booklets is meant for both trainers and facilitators serving in both a professional capacity and as content experts. Each booklet can be used independently as a guide for developing training tools, and comprises eight sections: theory, process, examples, timing, programme development, worksheets, tips and references.

**The 9 Disciplines of a Facilitator**, Jon C. Jenkins & Maureen R. Jenkins, Jossey-Bass, 2006 -£19.95

The nine personal disciplines required by effective facilitators (detachment, engagement, focus, awareness, action, presence, interior council, intentionality and a sense of wonder) divided into three developmental paths – regarding others, regarding life, and regarding oneself.

**The Facilitative Way**, Priscilla H. Wilson, Kathleen Harnish & Joel Wright, TeamTech Press, 2003 - £16.95

Includes five approaches to working together effectively: mobilize energy, orchestrate interactions, generate reflection, ignite action and capture learning.

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***Examples of books exploring the wider context of social change, community development, and civil society:***

**\*The Courage to Lead:** Transform Self, Transform Society, Brian Stanfield, New Society Publishers, 2000 - £12.95

Describing the internal landscape and external style needed to seriously engage in social change, this book presents twelve leadership stances which will change your life. Grounded in nearly 50 years of ICA's in-depth research and practical experience in over thirty nations, the book offers the lived experience of leadership in a wide variety of situations.

**\*Beyond Prince and Merchant:** Citizens Participating in the Rise of Civil Society, John Burbidge (Ed.), PACT, 1997 -£9.95

Citizens are seizing the initiative and reclaiming their rightful place as catalysts of social change. This book describes the origins and evolution of the idea of civil society, and explores "the global mosaic" of civil society today, and its new frontiers - including the role of women and youth and the application of participatory methods.

**\*Participation Works:** Business Cases From Around the World, James P. Troxel (Ed.) - £16.95

In 12 case studies, ICA-trained consultants describe how creating a participatory work environment has enabled companies to expand market share, redirect goals to emerging customer needs and increase productivity and performance.

**\*Government Works:** Profiles of People Making a Difference, James P. Troxel (Ed.) - £16.95

These profiles feature people working at local, county, state and federal levels of the US government - reinventing ways for government to serve citizens; empowering employees, facilitating collaboration and working with citizens initiatives.

\*ICA Publications

**Resources from the Internet:**

The International Association of Facilitators  
(information and resources to download)

[www.iaf-world.org](http://www.iaf-world.org)

Global Facilitators Network

[www.globalfn.org](http://www.globalfn.org)

UK Community Participation Network

<http://groups.yahoo.com/group/ukcpn/>

Key topics in facilitation

(inc. Conflict management, facilitating in  
face-to-face groups, facilitating online groups,  
group dynamics, ice breakers, warm up  
activities)

[www.mapnp.org/library/grp\\_skill/resource.htm](http://www.mapnp.org/library/grp_skill/resource.htm)

Tips, tricks and games for facilitators

[www.thiagi.com/freebies-and-goodies.html](http://www.thiagi.com/freebies-and-goodies.html)

Creating and facilitating online communities

[www.fullcirc.com/community/communitymanual.htm](http://www.fullcirc.com/community/communitymanual.htm)

Icebreakers, games, creativity techniques

[www.brainstorming.co.uk](http://www.brainstorming.co.uk)

The Master Facilitators journal

[www.masterfacilitatorjournal.com/competencies.html](http://www.masterfacilitatorjournal.com/competencies.html)

Facilitation bibliography

[www.circleindigo.com/resources/index.html](http://www.circleindigo.com/resources/index.html)

Facilitation Resources

[www.impactalliance.org/ev.php?ID=3779\\_203&ID2=DO\\_TOPIC](http://www.impactalliance.org/ev.php?ID=3779_203&ID2=DO_TOPIC)

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