Facilitator Guidelines - Book

Workshop Framework

- Duration: 1 hour
- Meeting Location: CP700
- Time: Typically Third Thursday of the month

Tips for an Engaging Workshop

- Read the book.
- Identify 1-2 chapters on which to focus. Email Marian Sherman (msherman@fullerton.edu) (x5107) with the pages, chapter or focus reading for the discussion one month prior to the discussion, if possible, so the focus can be included in the announcement) and the pages can be posted on the TITANium community for reference
- Formulate discussion questions for the group:
  - Tips:
    - Check the internet for book discussion questions.
    - Why is the book named what it is?
    - Choose a paragraph or example that can be read out loud and ask if people agree/disagree, can explain, etc.
    - Nip long digressions in the bud by trying to refocus on something in the book rather than someone’s personal experiences.
    - Try to think of questions that are CSUF-specific or at least could be related to academia or ask how someone might apply something from the book to a specific situation in their job.
    - Try to even out speakers.
    - Ask if everyone agree that that is what the author meant, if someone says something interpretive.

Helpful Tips for Facilitating Discussion

- Welcome everyone and create a friendly and relaxed atmosphere.
- Prepare an icebreaker question related to the book that can be asked of participants as they introduce themselves at the beginning of the presentation.
- Some participants don’t read the selections prior to the workshop so be prepared to summarize and/or read a selection to engage even those who are not prepared properly.
- Introduce the book with an opening that sets a relaxed and open tone for the session. It should accomplish the following:
  - Stimulate interest and engage the readers.
  - Provoke participant thinking.
  - Indicate how you want the readers to engage with the book and each other.
- Give the group your facilitation framework. This includes two basic items:
  - The goals of the session. A road map indicating how you will achieve those goals—your outline or agenda.
- Encourage reticent individuals to share; Keep track of how the group members are participating – who has spoken, who hasn’t spoken, and whose points haven’t been heard. Draw out quiet participants – call directly on individuals who appear to have something to say but may be
holding back. Perhaps ask those individuals if they have anything to add. Create an opportunity for each participant to contribute. Don’t let anyone dominate.

- Validate the value of participant comments, particularly those made by individuals less comfortable communicating in a group environment. To the extent possible, build on/add to group member thoughts and contributions, sharing personal observations or reflections as opposed to only or consistently limiting follow-up to statements such as “good point.”
- Allow participants to respond directly to each other. Asking, “What do the rest of you think?” gives participants the opportunity to share their own views, their concerns, and develop their understanding.
- Be an active listener. You will need to truly hear and understand what people say in order to guide the discussion effectively. Listening carefully will set a good example for participants and will alert you to potential conflicts. Seek first to understand, then to be understood.
- Keep discussion focused on the session’s topic. Straying too far could cause each session to lose its unique value. A delicate balance is best: don’t force the group to stick to the topic too rigidly, but don’t allow the discussion to drift.
- Allow time for pauses and silence. People need time to reflect and respond. Sometimes silence will help someone build up the courage to make a valuable point.
- Maintain eye contact and positive, open body language.
- Well-placed humor is always welcome, and helps to build the group’s connections.

**Administrative Logistics**

- **Class Roster (also serves as the "Sign-In Sheet")**
  - A "sign-in sheet" will be in the CP 700 when you arrive or check with Marian Sherman. Marian should meet you prior to the presentation if she is available to introduce you. Either you or Marian can ask the participants to introduce themselves and respond to the icebreaker questions you have designed. Feedback forms will be placed alongside the sign-in sheet. Please allow time to have the participants complete these forms at the end of the discussion. (You can always look at your registrants on the portal any time prior to the workshop if you wish and print your own roster.) The roster serves as the "sign-in sheet" for the day of the workshop.
  - Please remind class participants to sign-in before the end of your session. Please leave the original sign-in sheet and evaluations in the room or return to Marian Sherman so transcripts can be reconciled in Learner Web.

- **Registrant Notification** is one week or less prior to your workshop.

**Other Resources**

Visit: [Starting a Book Club at Work](http://www.nfib.com/article/?cmsid=47925)