



FACILITATION DO'S AND DON'TS

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<p>Do send out a meeting notice to all participants well in advance of the scheduled session. Include labor charging direction.</p>	<p>Don't wait until the last minute to schedule your session.</p>
<p>Do take the time to review the training materials, understand the Voicing Our Values Techniques, and select cases that are most relevant for your group. Your Ethics Officer can help you with this.</p>	<p>Don't wait until you're in the room to figure out how to facilitate the training, access the online training or use the audio visual equipment.</p>
<p>Do know the name and phone number for your Ethics Officer.</p>	<p>Don't forget to encourage employees to contact their Ethics Officer at any time, even for advice.</p>
<p>Do use online resources if available.</p>	<p>Don't overlook the use of online training in lieu of the DVD.</p>
<p>Do test the DVD in the player/computer you will use in the session before the meeting date. 1) Insert the DVD, 2) Press Windows key and E key, 3) <u>Right click</u> on DVD, 4) Click on Play.</p>	<p>Don't wait until the day of your session to test the DVD in the machine if you use this option.</p>
<p>Do consider virtual training methods if your team is widely distributed (if needed, seek help from your IT support group).</p>	<p>Don't forget to involve those employees participating via phone.</p>
<p>Do select a variety of cases, including those that may be the most challenging or uncomfortable to discuss.</p>	<p>Don't select only cases that you're comfortable with – you might miss out on some of the most valuable learning opportunities.</p>
<p>Do take the initiative to get everyone involved in the activity and keep the conversation flowing around the room.</p>	<p>Don't let people "sit out" the session without participating, or allow one or two people to dominate the entire discussion.</p>