



# Facilitation - Models, Tools and Techniques for Effective Group Working

*Tony Mann*

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This is the companion manual to the book designed to explain the core principles of facilitation for those who need to use it in their roles and jobs. These are people who earn respect by helping groups achieve remarkable things.

Whilst the book is designed to explain the theory of Facilitation, this ‘manual’ is meant to inspire you to achieve even greater things; to be effective at the one thing that seems to elude us, the management of groups, meetings and achieving things in collaboration with others. People have said that the methods and approaches commended in the book and the manual actually work. They are not just mumbo jumbo or management speak, but down to earth Models, Tools and Techniques based in sound practice, which can help you, be even more effective.

However, they do require you to trust in the Process. It will be a bit like putting on a parachute and your instructor telling you that they packed it and that you have to believe that it will open! Further than that the instructor will be telling you how to jump out of the aircraft, how to open your parachute and how to land but after all the instruction it will be up to you to DO IT! A parachutist remembered the first time they ever parachuted. When they hit the ground some distance away from the landing patch their instructor asked them what colour their parachute was. This was the test question! If you did not know then it was evidence that you had not looked up and done your checks! They could not tell him! You will learn a great deal from this manual and be able to put it into practice. The greater hope is that you will know what colour your parachute is, in other words, you know why you are doing something and know, that by reading the chapters carefully, why it will work.

Have fun! Enjoy! The manual is designed to support your endeavours, to give insight into how your meetings and group work can be as effective as you would like them to be. Whether it is a personal journey or in an organisational context this manual is there to help provide a framework for managing meetings/workshops and projects more effectively and enhancing collaborative work.



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