

DIY: Using a Facilitator Journal for Self-Improvement

Think about any Steelworker workshop you have facilitated. Regardless of its subject matter, you will find that it has four common components. These are:

- i. Delivering new material
- ii. Using group and interactive exercises to work with new material
- iii. Using the workshop design in the facilitator notes
- iv. Working with a co-facilitator

If these four components are common to all Steelworker workshops, how do you constantly improve your individual skills regardless of the workshop?

One effective way is to do it yourself (DIY). You can do this by starting a facilitator journal to help build a “treasury” of good practice. This is because a facilitator journal develops your observation (i.e. what happened?), broadens your insight (i.e. the insight I gained), and, prepares you for future practice (i.e. the next time I will...)

Below is a template for a facilitator journal. It is structured in a way that “clicks” everything mentioned above together.

You can use it daily during the workshop. This helps you consider your facilitation on the day, and, prepare for the next day. Or, you can use it at the end of the workshop. This helps provide a “big picture” scenario of the recent workshop, and, what you might consider trying in your next one.

The key to using a facilitation journal for self-improvement is to *continue the journal for every workshop*. Over the course of time, your journal entries become your personalized manual to effectiveness.

And, you DIY!

Facilitator Journal

Course Name _____

Co-facilitator _____

Date _____

	What happened with...	The insight I gained	The next time I will...
<i>Delivering New Material</i>			
Teaching new information			
Effective use of questions for discussion			
Summarizing themes from discussion			
Other			
<i>Group and Interactive Exercises</i>			
Giving clear instructions for the exercise			
Supporting groups during the exercise			
Debriefing and summarizing themes			
Other			

Staying in the Workshop Design

Timing of sections			
Keeping to the facilitator notes			
Refocusing on objectives if diverted or lost			
Other			

Working with Co-facilitator

Preparation before the workshop			
Balance of facilitation in front of the class			
Daily communication during the workshop			
Other			