

Tips for being an excellent facilitator

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We hope that the Data Playbook provides you with content for facilitating sessions with your teams or training participants. Here are some tips to help you.

Be participant centric – know your participants and understand how your training will benefit them. What challenges are they currently facing that your training will help them overcome? This is not about what the participants will learn from the Facilitator. Instead, we invite would-be facilitators to think about what they can learn from the participants. A workshop session is an opportunity to surface the unique set of knowledge and experience from the individuals that you have gathered for the session. As Gunner notes in [Aspiration's Session Design Guidelines](#):

The role of a facilitator is to enable peer sharing of knowledge. It is not to “deliver” a session or present a lot of content in any form. Overall, the primary role of a facilitator is to keep discussions fruitful and focused. Sessions should be designed to be flexible and to serve the needs of the participants. A good workshop session will be:

- ▶ **Participatory:** Engaging and activating participants from the beginning and getting them making and doing, rather than listening and watching.
- ▶ **Purposeful:** Working on meaningful activities toward meaningful outputs
- ▶ **Productive:** Well-scoped so that concrete outcomes are achieved in the allotted time, and participants feel time was well spent.

Understanding how learning happens:

Five statements that summarise research on Adult Learning:

- ▶ Adults need to understand and accept the reason for learning a specific skill.
- ▶ Experience (including error) provides a strong basis for learning activities.
- ▶ Adults need to be involved in both the planning and evaluation of their learning.
- ▶ Adult learning is problem-centred rather than content-oriented.
- ▶ Most people are interested in learning what has immediate relevance to their professional and social lives.

Understand ADIDS as a workshop format.

ADIDS stands for Activity, Discussion, Input, Deepening and Synthesis

Start with an activity in small groups to get participants to surface their own knowledge on the topic. Then get them to discuss what they learned from the activity in a large group. Then reinforce that learning by providing them with input, expertise on the topic, basically the ‘news they can use’. Then provide an opportunity for them to apply the input via deepening exercise. You then wrap up the session by getting participants to synthesise what they got out of the session.

Many of the modules and recipes in the playbook will help you to take ADIDS to scale.

The [Virtual Session Design Canvas](#) from FabRiders can help you plan your training session. See also:

- ▶ [Six Things I've learned about running virtual sessions.](#)
- ▶ [Tips for designing an excellent workshop session.](#)



How to Use the Data Playbook

**How users discover content and
find what they need**

The Data Playbook includes 10 modules with over 120 exercises, games, scenarios, and checklists. We've collected this content to serve diverse audiences and teams. The playbook approach uses a 'pick-and-choose' model rather than something to be 'read and used' from cover to cover in a sequential order. It is for teams to improve their data skills.

There is a guiding table of contents for the whole Playbook. Each module also has a 'cover page' to give you guidance on how to use the content in the module, and sometimes, across modules. We also created some draft 'curriculum /workshop templates' to demonstrate how various teams might use the playbook as part of their planning for individual workshops or even over months at a time.

Data Playbook Components

Modules

There are 10 modules in the Data Playbook. Each module has a specific topic and learning outcomes. A module includes exercises, slides, and handouts. The Data Playbook v1 includes content from the IFRC Data Playbook beta, Data Playbook sprints, and newly created content.

We have sequenced Data Playbook Modules from 1 to 10. A project team or trainer could follow this sequence if they were on a journey of discovering how to utilise data to strengthen the effectiveness of humanitarian action.

Module Cover Sheets

Each of the 10 modules has a 'module cover sheet'. This is a summary of the module's content and includes learning outcomes, recommended resources, recipes, and guidance on the use of the content.

Exercises/Slide decks, and Handouts/Materials

All the exercises, slide decks, and handouts are organised in the Data Playbook by topical modules. They are discreet pieces and each could be used on its own. Each exercise and handout has a unique identifier to help you find them. Each item was created and reviewed by RCRC colleagues. Most of the content has been tested throughout the last 5 years.

Recipes

We have tested and made recommendations on how you might use modules, exercises, and handouts together.

Various types of recipes:

- ▶ Using content across various modules
- ▶ Using content inside a specific module

“Recipes” can be cited in the module cover pages or in the individual exercises and handouts. The ‘recipes’ link user journeys.

We invite trainers and facilitators to modify these recipes to better suit the context and need. We also invite trainers and facilitators to create their own recipes.

Curriculum/Workshop Examples

We have added draft curriculum and workshop templates to give you ideas on how to use the Data Playbook content together. These are from various workshops or from interviews with IFRC Regions, National Societies, and IFRC focal points across various sectors.

We’d love your feedback as you continue your data journey.

Please connect data.literacy@ifrc.org