

AISD CAC TRAINING

March
Effective Meeting Facilitation

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Providing Structure

Manage structure to get the most complete input from participants.
Do not try to direct or control the comments of the group.
Keep the group on track and on task.



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Managing Conflict

Expect conflict and disagreements, and intervene appropriately if the group behavior becomes unproductive or unhealthy.

Refer back to ground rules for handling conflict and remind participants about the big picture - it's all about our STUDENTS!

Common group inhibitors include:

- sidebar conversations, never ending discussions, personal attacks, personal agendas, pessimists, tardiness, attention-seeking, apathy, and participants who consider their opinions untouchable

Facilitator interventions include:

- identifying points of agreement, encouraging people to build on each other's ideas, allowing time for cooling off, and identifying deal-breakers verses points of compromise



Effective Meeting Facilitation

Engaging Participants

Listen attentively to each opinions shared, and provide positive non-verbal feedback to each speaker (eye contact, head nodding).

Questions you can ask if no one is participating in the discussion:

- Is this consistent with the data/mission or vision statement?

- Is there another way to look at this?

- How will this impact the students?

- Can someone give me an example?

Questions you can ask if several people are dominating the discussion:

- Does anyone else have an idea?

- Is there a student's perspective on this topic?

- What was said at table two?

- Let's hear from someone who hasn't spoken for a while.



Confirmation of Training

AlSD Thanks you for reviewing our CAC training module.

Please validate your participation in the training by clicking on the link below for acknowledgement.

[Verification Form](#)

