

FACILITATOR CHECKLIST

TITLE: AAUW and Leadership

MATERIALS NEEDED:

- DVD
- Agenda
- Exercise Directions (A and B)
- Discussion Questions and Resource Guide
- Exercise B Handout
- Evaluation

PRESENTATION STRATEGIES:

- Visual learning (DVD)
- Small-group discussion and brainstorming

BEFORE THE PRESENTATION:

- Insert your name and the date into Evaluation form.
- Make copies of the Discussion Questions, Resource Guide, Exercise B Handout, and Evaluation.
- Review the facilitator introduction script, DVD, exercises, and discussion questions to familiarize yourself with the content and timing.

HANDOUTS:

- Discussion Guide and Resource Guide
- Exercise B Handout
- Evaluation

TIME REQUIRED:

Approximately 1 Hour

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AGENDA

| TITLE: AAUW and Leadership | | |
|--|----------------------|--------------------|
| GOALS: <ul style="list-style-type: none"> • Inform AAUW members of the Leadership and Training Institute programs • Provide information and exercises that initiate discussion on topics of teamwork, leadership structure, mentorship, transition, facilitation, negotiation, and developing presence. | | |
| OUTCOMES: <ul style="list-style-type: none"> • AAUW member will have an understanding of Leadership and Training Institute programs • AAUW member will be knowledgeable about the concepts of practicing teamwork, reviewing leadership structures, transitioning leadership effectively, and employing useful meeting and facilitation techniques. | | |
| OUTLINE | TIME ALLOTTED | Materials |
| STEP A: Introductions and review goals | 5 min. | Agenda |
| STEP B: Show DVD | 5 min. | DVD |
| STEP C: Exercise A | 20 min. | |
| STEP D: Show DVD | 10 min. | DVD |
| STEP E: Exercise B | 20 min. | Exercise B Handout |
| STEP G: Wrap-up and Evaluations | 5 min. | Evaluations |

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EXERCISE DIRECTIONS

| TITLE: AAUW and Leadership | | |
|---|--|------------------|
| EXERCISE A: Teamwork | | |
| EXERCISE DIRECTIONS | TIME ALLOTTED | Materials |
| <p>STEP A: Introduce the Exercise</p> <p>STEP B: Ask the audience to split into smaller groups.</p> <p>Encourage participants to work together in groups, sharing team experiences they have had by answering the questions: Have you ever been part of an effective team? What made it effective?</p> <p>Tell them that if they're having trouble recalling a positive experience, they can also share their experiences as part of a dysfunctional team.</p> <p>Make sure each group assigns a Recorder and Reporter. The Recorder can write down the group's discussion, and the Reporter will report to the full group.</p> <p>STEP C: Ask the Reporters to share with the full group an experience that was discussed in their small group.</p> <p>STEP D: Summarize the session by asking the full group why they think team leadership is important in today's work or volunteer environment.</p> <p>STEP E: Wrap-up of Exercise</p> | <p>10 min.</p> <p>5 min.</p> <p>5 min.</p> | |

Handout: AAUW and Leadership

Exercise B

Discuss among small groups how the Facilitator could have conducted a better meeting given these scenarios.

Problem Behavior: A participant jumps ahead to a different topic while discussion is happening on the current item. “What about _____, shouldn’t we be discussing that?”

Response:

Problem Behavior: A participant starts a side conversation.

Response:

Problem Behavior: A participant says nothing and is not participating.

Response:

Problem Behavior: A participant asks for an irrelevant topic to be put on the agenda.

Response:

Problem Behavior: A participant is dominating the discussion and is doing most of the talking.

Response:

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Problem Behavior: The meeting is turning into a free for all. Everyone is talking at the same time.

Response:

Problem Behavior: A participant keeps shooting down other people's ideas.

Response:

Problem Behavior: A participant disagrees in a hostile manner concerning the approach that the group has taken. "This solution will never work. I think we are wasting our time."

Response:

Problem Behavior: Everyone is silent—no one is making suggestions or comments or responding.

Response:

Problem Behavior: A participant jumps to the solution with the answer that he/she thinks is right. The group is still generating ideas.

Response: