

Using ourselves to facilitate

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1. Using ourselves to facilitate

This resource covers:

- what facilitation is
- the core values and skills of facilitation and their link with the values and skills that underpin health and social services
- how we can use and develop our best asset, namely ourselves.

What is facilitation?

Facilitation can happen whenever a group are being led to achieve outcomes and can range from managing pre organised sessions where the facilitator plans and designs the content to less formal situations where someone takes on the role of facilitating a group conversation. Good facilitation allows all participants in a group to feel connected, engaged, fulfilled, and responsible for successful outcomes. To achieve this, facilitation requires a skilful blend of art and science, balancing awareness of the energy, needs and personalities in the group with the application of structured, pre-planned exercises. As a facilitator, you will draw on your own skills, strengths and individual characteristics, and use these to support others in the group to reach their common goals.

Pause for reflection: Exercise 1

Bring to mind an experience of a meeting or group where you left feeling a sense of achievement and inclusion. Allow yourself to envisage the experience as clearly as possible.

- What do you see?
- What do you hear?
- What can you touch?
- How do you feel?
- What else do you notice?

From your observations, what did the facilitator do to support such a positive experience?

The details you noticed in Exercise 1 will demonstrate some, many, or all of the skills, values and methods used by someone when they facilitate well.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

Next, the document outlines the process of reconciling bank statements with the company's records. This involves comparing the bank's record of transactions with the company's ledger to identify any discrepancies. Common reasons for differences include timing differences, such as deposits in transit or outstanding checks, and errors in recording or omission of transactions.

The document then provides a detailed explanation of the accounting cycle, which consists of eight steps: 1) identifying and recording transactions, 2) journalizing, 3) posting to the ledger, 4) determining debits and credits, 5) preparing a trial balance, 6) adjusting entries, 7) preparing financial statements, and 8) closing the books. Each step is described in detail, including the necessary journal entries and ledger postings.

Finally, the document discusses the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It explains how these statements are derived from the accounting records and how they provide a comprehensive view of the company's financial performance and position.