



Facilitate Learning Using a Variety of Given Methodologies

Handout 4 Facilitation Plan

A facilitation plan usually includes:

Date and session time	Day 1, Session 2; 10h30 – 12h30)
Agenda/programme item/ activity	(i.e. SWOT Analysis)
Goal/purpose of the activity	Learners to identify a wide range of issues for prioritisation in planning that can either be built on, addressed, harnessed or need to be managed)
How – the method	Individual learners to generate card with plenary clustering and prioritisation
Time allocations	Introduction to activity (15 minutes) Individual generation of cards (45 minutes) Plenary clustering of cards (45 minutes) Prioritisation using Pareto (10 minutes) Wrap up and link to next workshop item – <i>development of proposals</i> (5 minutes)
Materials needed	Cards in 4 different colours; 2 boards; coloured stickers

A more detailed facilitation plan could also be as follows:

Time	Item/Activity	Objective	Method/Comment	Person Responsible