

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 and income. The document also highlights the need for regular reconciliation of bank statements and the company's records to identify any discrepancies early on.

In addition, the document provides a detailed breakdown of the accounting cycle, from identifying the accounting entity to preparing financial statements. It explains how each step contributes to the overall accuracy and reliability of the financial data. The document also includes a section on the importance of internal controls, which are designed to prevent errors and fraud, and to ensure that the company's assets are protected.

The second part of the document focuses on the practical application of these principles. It provides a series of examples and exercises that illustrate how to record and classify transactions, and how to prepare a trial balance. The document also includes a section on the preparation of financial statements, including the income statement, balance sheet, and statement of cash flows. Each section is accompanied by a detailed explanation of the underlying accounting principles and the specific steps involved in the process.

Finally, the document concludes with a summary of the key points discussed throughout the document. It reiterates the importance of accuracy, consistency, and transparency in financial reporting, and encourages the reader to apply these principles in their own work. The document is intended to serve as a comprehensive guide for anyone involved in the accounting process, from students to professionals.