



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

British Columbia Teachers' Institute  
on Parliamentary Democracy

## Facilitator Roles & Expectations BCTI 2023

Be aware that you are key to the success of this Institute. As a Facilitator, you are representing the Legislative Assembly in said capacity and should always remain non-partisan. You are expected to uphold the values of diversity, equity, inclusion, accessibility and reconciliation.

The teachers will hear from many different presenters and are expected to participate in activities designed to deepen their understanding of parliamentary democracy while hopefully stimulating discussion around new ideas.

With your guidance, they will develop a joint classroom activity and/or new approaches to teaching parliamentary democracy. The development time is scheduled for Saturday morning to allow for more discussion and debriefing each day instead of rushing into activity plans.

### ORGANIZATIONAL SUPPORT

- First point of contact for administrative/organizational questions of participants
- You are responsible each morning for getting your team to the Legislature
- Ensure you have your full team before walking to the Legislature for breakfast
- Inform participants of daily agenda and schedule changes
- Provide protocol/dress advice - they should always be wearing their name badges
- Relay concerns regarding hotel, food, logistics, etc. to the organizer's attention
- Keep participants focussed and on-time, act as "herder" when necessary
- Assist in obtaining information, equipment, materials and supplies as needed
- Assist in collecting pre-menu selections throughout the week
- Relay information regarding partners, spouses and family in attendance for approved events

### FACILITATOR SUPPORT

- Connect with organizers each morning at breakfast for any updates
- Offer your team to sit together at breakfast to further discussions
- Advise or record any suggestions for improvements for future Institutes
- Debrief on Saturday following closing of Institute, re: potential facilitators
- Participate in ongoing discussions with each other and organizers
- Plant a question for each presenter (just in case)



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## PARTICIPANT SUPPORT

- Encourage active participation of each member of the group in break out sessions
- Ask questions to start the discussion in each break-out session
- Encourage participants to ask non-partisan questions of each presenter (or prepare your team with planted questions) in advance
- Help team stay open to multiple possibilities – **don't rush into project planning**
- Acknowledge views, clarify understandings, pay attention to group dynamics
- Mediate differences within the group when appropriate
- Chair discussions from a neutral stance, chart or take notes as helper
- Remind participants to relate their new knowledge to their classrooms
- Seek consensus and collaboration on projects and activities, respecting differences
- Identify other resources that may be needed; photocopies, etc.
- Organize your team thankers, advise Karen and remind them in advance



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## Facilitator Qualities

Thank you for being Facilitators for the B.C. Teachers' Institute on Parliamentary Democracy. I would also like to thank you in advance for your anticipated hard work and being a part of the Parliamentary Education Office (PEO) team in this regard.

As facilitators, you are in the best position to observe and learn about your participating teachers and to provide feedback for future Institutes. Here is a list of some of the characteristics that we are looking for in facilitators.

As you know, we have a Facilitator application process, but it is also helpful to have feedback from each of you with respect to potential candidates for future Institutes. If you could keep these in mind throughout the week, you will be better able to provide us with advice at the end of the Institute on Saturday afternoon during our debriefing session.

### PERSONAL

- Non-Partisan
- Social Skills
- Good Listener
- Clear Communicator
- Approachable/Friendly
- Good Judge of Character
- Maturity
- BC Teaching Experience
- Enthusiastic about Democracy

### FACILITATION/DISCUSSION

- Leadership Skills
- Facilitation Skills
- Time Management – on time!
- Organized
- Team-Oriented
- Problem Solver
- Task and Detail Oriented



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## Facilitator Tips

### FACILITATION FUNDAMENTALS

The following list is borrowed from *The Facilitator's Fieldbook* by Justice and Jamieson

- I listen intensely. I am a model for listening, often paraphrasing and "mirroring" what was said.
- I maintain good eye contact and stay connected to the group and each of its members
- I trust in the resources of the group. I keep focused on the process of getting things done; I remain detached from what the group decides to do.
- I always use people's first names.
- I stay awake, present at each moment.
- I protect each idea offered. I do not allow ideas to be attacked.
- I am a facilitator, not a performer. My work is being interested, not interesting.
- I encourage everyone to express themselves, and I validate varying points of view offered. I keep track of who talks and who does not, encouraging balanced participation.
- I am the guide, not the leader.
- I am constantly mindful of the outcomes the group is seeking and flexible in my approach to helping achieve those outcomes.