



GETTING AHEAD OF YOUR CHALLENGES

FACILITATOR GUIDE



Getting Ahead of Your Challenges

Introduction

When team members share experiences and brainstorm solutions, they discover new ways to resolve challenges. The following activity will help participants determine current or potential problems that may impact team goals and successes.

Overview

Participants each identify a challenge that threatens the goals of the team. In groups, participants discuss and address as many challenges as possible in the allotted time. Through brainstorming, participants examine challenges and solutions in new ways and recognize their peers as valuable resources.

Objectives

After completing this session, participants will be able to do the following:

- Recognize the challenges team members face related to specific goals
- Apply their own experiences to their peers' challenges
- Develop solutions to challenges
- Recognize their peers as valuable resources

Materials

- PowerPoint
- Flip chart
- Markers
- Post-it Notes
- Pens

Group Size

- Any

Setting

- Large room with the ability to organize teams, depending on the number of participants

Time

- Approximately 60 minutes, but may be adjusted as necessary

Process

1. SHOW the Getting Ahead of Your Challenges slide as participants enter the room.



2. SHOW the Session Objectives slide.



3. PRESENT the session objectives:
 - After completing this session, you will be able to do the following:
 - Recognize the challenges team members face related to specific goals
 - Apply your own experiences to your peers' challenges
 - Develop solutions to challenges

- Recognize your peers as valuable resources

NOTE TO FACILITATOR

Depending on the number of participants, you may choose to complete this activity in teams of five to 10 or as one, large group.

Ask participants to choose a challenge that threatens the achievement of a goal. They may choose a challenge they currently face or one they foresee facing in their current roles. Ask each participant to share their challenge. Record them on the flip chart. If you prefer challenges to remain anonymous, participants may write the challenge on a Post-it Note and place it on the flip chart.

Choose a challenge to discuss as a group. If the group needs clarification, ask the participant to introduce the challenge with a brief explanation.

Encourage participants to apply their own experiences to their peer's challenge. Facilitate a discussion that generates solutions to the challenge. Move on to discuss another challenge.

To discuss as many challenges as possible, manage your time. Depending on the number of participants, allot approximately five minutes to each challenge.



4. SHOW the Getting Ahead of Your Challenges slide.



5. PRESENT

- Think about a challenge that threatens the achievement of a goal. You may currently face this challenge or foresee facing it in your current role.

- As a group, we will discuss as many of your challenges as time allows.

6. ASK

- What is one challenge you currently face or foresee facing in your role?

7. WRITE each participant's response on the flip chart.

NOTE TO FACILITATOR

You are not required to discuss challenges in the order they appear on the flip chart. You may wish to generate enthusiasm by asking the entire group to call out the challenge they want like to discuss.

Choose a selection process that works for you as long as it doesn't take too much time from the group discussion.

8. TELL participants the challenge they will discuss.

9. INSTRUCT the participant who presented the challenge to explain it briefly, if necessary.

10. DISCUSS the challenge as well as possible best practices and solutions as a group for five minutes.

11. TIME five minutes.

12. PRESENT

- We have limited time to discuss challenges in this session.
- If you would like to discuss anything further with your peers, arrange time outside of this session to continue your conversation.

NOTE TO FACILITATOR

Repeat steps eight through 11 until all challenges have been discussed or time concludes.



5 minutes

Conclusion



1. SHOW the Conclusion slide.



2. PRESENT

- In this session, you brainstormed and discussed best practices and solutions to challenges that you and your peers face in your roles.
- Your fellow participants and team members have experienced challenges similar to yours and are valuable resources.
- Be sure to share the challenges and solutions discussed in this session with others who hold a stake in your goals.

3. INSTRUCT participants to share one thing they learned from this session with another participant.