TOOL 14 – GROUP SKILLS, KNOWLEDGE AND EXPERIENCE WORKSHOP

AIM OF THE WORKSHOP

This workshop uses story-telling to explore past experiences to help groups to identify what skills, knowledge and experience they may already have which will support them to move through the stages of the Model. The four main areas for capacity building in the Model are; identifying needs and assets, outcome based action planning, developing partnerships, collaborations and networks and using a community development approach. They will be explored in the workshop. The conversation will highlight needs in the four areas to help the officer and the group to plan future training and support.

RESOURCES

- Facilitator will need to be familiar with the prompt questions (provided below).

- Pens and A4 paper to record the conversations

- Large flip chart to highlight emerging skills, knowledge and experience and also to record gaps.

- Skills, knowledge and experience scoring sheet.

INSTRUCTIONS

Facilitator can use the prompts to encourage story telling of past experiences. Stories are recorded by the facilitator on A4 notes pages. Following conversation, the facilitator uses the notes to highlight (on a flip chart) the extent to which the group has used skills, knowledge and has had experiences across each of the four capacity areas in the Model to get things done in the past. Any gaps or areas for capacity development should also be explored. To produce a baseline of skills, knowledge and experience then each conversation should be used for the group and the facilitator to agree a baseline score, recorded in the scoring sheet below. This score should be revisited at the end of the Model journey to record any progress or outcomes.

PART 1: Prompt **questions** to highlight the group's existing skills, knowledge and experience of identifying community needs and assets and gaps.

FACILITATOR – **If you reflect on your group think of a time you may have noticed that something had to change (also described as a** need**). How did you do this? Did you write it down? Share it with anyone? Did you first identified a person, a place or an organisation which could help (also referred to as an** asset**)?**

NOTE TO FACILITATOR – Following conversation, the facilitator uses the notes to highlight (on a flip chart) the extent to which the group has used skills, knowledge and has had experiences of how to identify community needs and assets to get things done in the past. Any gaps then can be explored and the group informed that this will be developed by using the Tools in the NICHI Model process.

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PART 2: Prompt **questions** to highlight the group's existing skills, knowledge and experience of outcome based action planning and gaps.

FACILITATOR - **If you reflect on your experience in this group, have you made a plan of action to change things or get things done? At the start of the plan, did you record what you hoped to achieve/outcomes?**

NOTE TO FACILITATOR - Following conversation, the facilitator uses the notes to highlight (on a flip chart) the extent to which the group has used skills, knowledge and has had experiences of outcome based action planning to get things done in the past. Any gaps then can be explored and the group informed that this will be developed by going through the Model.

PART 3: Prompt **questions** to highlight the group's skills, knowledge and experience of developing partnerships, collaborations and networks and gaps.

FACILITATOR - **If you think of the past three years what groups organisation's and people have supported you?** After writing them down, then point out if you have developed partnerships with them, collaborated with them or just keep in touch with them via e-mail updates for example.

NOTE TO FACILITATOR - Following conversation, the facilitator uses the notes to highlight (on a flip chart) the extent to which the group has used skills, knowledge and has had experiences of developing partnerships, collaborations and networks to get things done in the past. Any gaps in skills, knowledge and experience can then be explored and the group informed that this will be developed by going through the Model. This includes a Model Networking event.

PART 4: The group's skills, knowledge and experience of using a community development approach and gaps.

NOTE TO FACILITATOR - By this stage the group should have completed the Community Development Workshop, (**Tool 2 and 3**) and already explored their existing skills, knowledge and experience of using a community development approach. This may be revisited and reviewed in this workshop, if there has been a large time gap between both workshops. Otherwise a score can be generated based on the Community Development workshop.