



Facilitation

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"Facile" means "easy" in Latin, and it is an adequate reflection of what facilitation is all about. Above all, it is intended to facilitate the development of a solution – an idea, a plan, a decision – with which everyone involved in a given activity will identify.

Adult education, or lifelong learning, as opposed to children's education, is a practice in which adults engage in systematic and continuous self-learning activities in order to acquire new forms of knowledge, skills, attitudes or values. Adults should not be taught, but they should be guided.

A facilitator is a person who helps, guides, or guides adults in the learning process.

In adult education, facilitators are responsible for guiding participants through the content and stimulating the learning process. Not only does the facilitator provide specialized knowledge, but it also takes the existing knowledge of the participants and helps them build that knowledge by providing input and training to fill the gaps identified. The training and learning process should be based on active participation, group interaction and discussion. Thus, the facilitator will be equally involved in both WHAT and HOW he learns.

A good adult trainer should be guided by the following basic values and principles of facilitation:

- **Impartiality:** The trainer must be neutral and objective and deliver the training in an impartial manner, especially for citizenship education and political topics. Feedback can be collected from participants, but it should not be expressed by the trainer.
- **Participation:** Facilitation is successful when participants are motivated and have the opportunity to actively engage. The methodology must take into account the interactive learning process. This also means that the facilitator should not be the center of attention, but rather put the group in the spotlight by asking questions, enabling discussion, gathering feedback, and consulting with

participants on the methods and stages of the training program.

- **Inclusive:** Participation in the training and learning process must be inclusive. This means that the trainer must be sensitive to the needs of individual participants and their roles in the group in order to find a way to properly engage each participant. It is important not to let a small group of participants "take over" the training and dominate the discussion.
- **Respect:** The trainer must recognize and respect each participant individually and ensure that all participants show each other the mutual respect they deserve. The coach must also be sensitive to issues related to age, culture and tradition, and show the expected respect. It also means respecting the knowledge and experience of the participants and using the collective wisdom of the group.
- **Equality:** Each participant is considered to have an equal right to contribute, influence, and determine the direction of the group. Equality also refers to respect, appreciation of personal experience, and participation. Each participant's contribution to the skills exchange discussion/activity is equally important and valuable.
- **Trust and safety:** To increase everyone's participation, the facilitator must encourage the development of trust and safety. Participants must feel at ease and comfortable in a group. In this context, it is also important to ensure confidentiality for participants so that they can be sure that everything relevant can be discussed freely without inappropriate reporting outside the group.
- **Listening:** Facilitation means listening to what people are saying and tuning in to what they are not saying. This includes awareness of verbal and nonverbal means of communication.
- **Preparation:** A good trainer should be prepared to perform all tasks well. It's important to look professional and lead by example. Good training preparation will give the trainer confidence and increase the acceptance of participants.

- **Flexibility:** Regardless of all previous preparations and plans, the trainer must also maintain a high degree of flexibility. Flexibility may be required to resolve or work around unexpected issues. In addition, a high degree of flexibility will allow the trainer to tailor the training sessions to the needs of the participants.
- **Timing:** Every trainer must be punctual and should schedule a training session for a reasonable amount of time and carefully follow the dates and times allotted for the class.
- **Authority:** A good trainer/facilitator doesn't have to be overly authoritative. However, certain qualifications are required and participants must respect the role of the trainer. Ultimately, the trainer remains responsible for the program and, for example, must be able to discipline participants who negatively interfere with the program and the learning process. The authority of the facilitator is closely related to the respect he enjoys from the participants and the confidence and professionalism with which the training is conducted.

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