Excellence in Extension

Follow-up Report Form

Please list your project goals and each one, write a brief narrative report on accomplishment progress. OR you can submit your ISUEO success story on the project.

This workshop was very valuable to me as I concentrate on ways to be a more effective facilitator, and broaden the skills I have to apply to various types of facilitation needs.

The topics of the workshop included focused conversations, consensus workshop, and action planning. The presenters modeled the concepts that they were presenting, and provided ample opportunities for reflection, questions, and practice.

I found it very helpful to have a structured approach presented and applied in a variety of meeting circumstances—knowing where to start with each, and how the methods could be applied over a range of facilitation needs. Although I had seen facilitators use some of the techniques, I had no background in the actual structure or research that supported the design. Many of the participants had similar questions to the ones I brought, and there was a robust and helpful discussion period.

In short, I feel much more prepared for facilitation challenges and opportunities after participating in this workshop. The structure is something I feel very comfortable with, and I particularly like having a common framework to begin the planning process for meetings. I found myself thinking in the workshop both of meetings I had already led or participated in, and upcoming opportunities. It was humbling to think about how one large meeting in particular could have been led more successfully if I had this information before I went into it. But I am eager to try some of the techniques in upcoming meetings.

The resource materials that were provided with the workshop, and others I purchased there, have a wide selection of examples for various types of meetings.

Summarize the actual budget expended on the project.

Course enrollment - $595 (EIE grant)
Mileage, meals etc. - $180 (my costs – I stayed with family so didn’t have lodging expense)

Comments:
Two big "aha moments":

Please send completed form to:

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One concept I plan to use with every meeting is the practice of framing both the rational aim and the experiential aim for each meeting. In other words, what are the goals for the outcome of the meeting, but also what are the goals for the experience of the meeting. In other words, the participants’ experience in the meeting is as important as the outcome of the meeting. That’s important to me to deliberately consider and remember.

The process and structure of an action planning workshop mirrors closely the Lean Kaizen model. Although I am familiar with the Lean Kaizen model, seeing that the two processes are based on the same foundation was encouraging. The same core principles and procedures apply to each, even though one process is focused on reducing waste, and one is on action planning.

Attach additional information describing the project, including news releases, programs, photos, URLs, etc.

*Thank you!*