



Core Concepts for Team Facilitation | Course + Community

July – November 2020

Program Manager:

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Delivery: Blended Online Lessons + Virtual Discussion Groups

Program Description

Currently many multidisciplinary teams are absent of a good facilitator, and/or those that exist are not rooted in a shared philosophy and understanding of what a strong/effective team is and how the facilitator plays a critical role on that team.

A team facilitator is a neutral leader who tends to the relationships, communication and accountability of the MDT while fostering an inclusive environment to improve outcomes for children and families impacted by abuse.

Core Concepts for Team Facilitation is a five-month learning program for individuals who serve as a multidisciplinary team facilitator in their community. This program will provide foundational knowledge and skills for effective team facilitation through online lessons and will enhance opportunities to apply learning to practice through monthly virtual discussions. Additionally, participation in a virtual community provides connections with fellow team facilitators and another avenue for sharing resources and support.

Program Objectives

Students who complete these lessons successfully will be able to:

- Identify at least five characteristics of effective teams.
- Understand the importance of safety and trust on a team.
- Provide structure and clarity to team processes and systems.
- Demonstrate fluency in the CAC model.
- Understand and implement basic strategies for fostering resiliency of team members.



Program Format

The program is comprised of five online lessons and monthly virtual discussion groups. Each lesson is designed to take approximately twenty minutes and includes worksheets and resources to accompany your learning and application. Participants are encouraged to complete one lesson per month prior to the scheduled virtual discussion group. ***Discussion group dates and times are provided below in the lesson table found later in this document.***

Discussion groups will provide connection and enhance critical thinking around the course content and application. Each discussion group will include a recap of lesson key takeaways and opportunities for participants to connect and share in small groups.

We have partnered with a number of our state chapters to provide both a Midwest-wide cohort and state-specific cohorts. The following state chapters have opted in to provide state-specific cohorts:

- **Nebraska Alliance of Child Advocacy Centers**
- **Minnesota Children's Alliance**
- **Missouri KidsFirst**

If you live in Nebraska, Minnesota, or Missouri, we encourage you to register for your state's cohort. State-specific discussion groups will be co-facilitated with chapter staff and the MRCAC team.

This program will be blended. The course content will be delivered through the Midwest Regional CAC's eLearning Portal where students will have access to all course materials and resources. The virtual discussion groups will be hosted on Zoom, and links for joining the virtual discussion groups will be sent to participants after registering.

Virtual Community

MRCAC has created a virtual community through Workplace to build community among all Core Concepts for Team Facilitation participants. This community will be used to share key insights, challenges and questions related to the course material and follow up from the virtual discussion groups. Participants can share resources, examples and ask for input in this community as well throughout the learning collaborative.

Participants will receive an invitation to join the group upon registration, and a link to this virtual community is also available in the eLearning Portal course page.



eLearning Portal Access

Before you start the course lessons:

- Look through the course page to familiarize yourself with the technology and course content.
- Read the course syllabus and contact the MRCAC Program Manager if you have any questions or concerns.
- Review the blue tabs across the top of the course page.

What technical recommendations are there for my computer?

For Windows computers, we recommend that you run at least Windows 7 or newer. For Macs we recommend that you run at least OSX 10.10 (Yosemite) or newer. You also need the ability to open pop-up windows and download PDF files.

What browser should I be using?

We recommend that you use either Google Chrome, Internet Explorer 10 or higher, Firefox, and/or Safari with Flash enabled. The eLearning Portal does not always function optimally with other browsers, and we cannot guarantee that features will work as expected. Please consult with your employer on how to download one of the above-named browsers.

Where do I access required course materials?

All required course materials are posted within the course page in the eLearning Portal.

Finishing the course:

To receive your Certificate of Attendance you must complete all course lessons, discussion series and complete a course evaluation. You will be directed to the course evaluation after completing all course requirements.

Any students with disabilities or other special needs who need special accommodations in this course are invited to share these concerns or requests with the course coordinator. Please contact Midwest Regional CAC at sara.lee1@childrensmn.org as soon as possible after registering for the course.



Lesson	Title	Learning Topics
1	Introduction to Team Facilitation and the Google Team Model	<ul style="list-style-type: none"> • Roles, responsibilities and purpose of a team facilitator • Google Team Model • Worksheet for reflection on strategies and activities for building effective teams
Lesson 1 Discussion Group – July 30th 1 p.m. CST/2 p.m. EST		
2	Creating a Safe Space for Your Team	<ul style="list-style-type: none"> • Overview of psychological safety • Introduction to learner versus judger mindsets • Overview of powerful questions
Lesson 2 Discussion Group – August 27th 1 p.m. CST/2 p.m. EST		
3	Structures and Processes	<ul style="list-style-type: none"> • Effective structures for team meeting and case review • Introduction to on-boarding new team members and action planning
Lesson 3 Discussion Group – September 30th 1 p.m. CST/2 p.m. EST		
4	Facilitating Open Dialogue	<ul style="list-style-type: none"> • Overview of intervention strategies to use during difficult conversations
Lesson 4 Discussion Group – October 29th 1 p.m. CST/2 p.m. EST		
5	Building Individual and Team Resilience	<ul style="list-style-type: none"> • Overview of resiliency • Strategies for resilience as an individual and as a team
Lesson 5 Discussion Group – November 19th 1 p.m. CST/2 p.m. EST		

Note: State-specific discussion groups will take place on the same dates as above from 10 a.m. CST/11 a.m. EST.



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