



Core Concepts for Team Facilitation | Self-Paced

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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 learning program for individuals who are responsible for facilitation of teams, groups of people and/or organizations. This program will provide foundational knowledge and skills for effective team facilitation through five self-paced online lessons. 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. 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 the course at their own pace and can navigate to topics that are most relevant in the moment. If participants are looking to complete the entire course from start to finish, we recommend doing so within a 6-month period to facilitate optimal connection, retention and learning between each lesson's material.

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.

NOTE: If you would like to organize your own discussion group to have additional conversation around the lesson material, we do have discussion guides available upon request. Please contact Sara Lee if you are interested in the discussion guides to support your learning.

Virtual Community

In the MRCAC eLearning Portal you will have access to a virtual community where you can ask questions and share any insights you have on the lessons. While your participation in the virtual community is not mandatory, we do believe your engagement with peers will support further learning and application of skills. To access the virtual community, click on the "Virtual Community" tab in the navigation inside the Core Concepts for Team Facilitation Course. There will also be a help guide available in the eLearning Portal to support your access to the community.

When sharing in the virtual community please respect the confidentiality of your peers, staff and MDT, scrubbing any identifying information from the resources you post and/or experiences you share. Materials that are uploaded to the virtual community will be available for others to download. Thank you for your commitment to keeping this a safe space for learning.



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 use?

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 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
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
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
4	Facilitating Open Dialogue	<ul style="list-style-type: none"> • Overview of intervention strategies to use during difficult conversations
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

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