



## Training of Facilitators Workshop

**VIPPP: Visualisation in Participatory Programmes**

**St. Ulrich, Germany**

**October 20-24, 2008**



- **Learn and practice facilitation and visualisation skills in a relaxing and stimulating environment.**
- **Improve your communication skills, discover your talents and grow intellectually.**
- **Experience learning by doing.**
- **Plan a practical application of what you have learned.**
- **Become a creative facilitator of group events**

Experience demonstrates that relevant debates, discussions or exchanges of opinion involve complex processes and require facilitation. In the last 15 to 20 years, facilitation of group processes has become a key competency for professionals working in development agencies, non-governmental organisations, academic and applied research bodies, foundations, and in some countries in mainstream public and private sector workplaces. Facilitation is a key to participation and collaboration which, in turn, are keys to success in today's fast-changing, information-laden world. While participation is a widely spread concept and its tools are used to promote grassroots involvement in development planning processes, many professionals experience barriers in the use of participatory methods in their own work situations.

VIPPP methodology challenges this *status quo* by employing facilitation in a strategically organized way, allowing participants an interactive and creative but orderly generation of new ideas while ensuring transparency and consensus building. VIPPP consists of many visualization techniques, including multi-coloured cards of different shapes and sizes, on which participants express their contributions and share with one another, either anonymously or openly, depending on the question they are answering. VIPPP is composed of a wide variety of participatory methods. Many of these methods have been adapted from other participatory traditions. However, in VIPPP they can be applied at various levels with homogeneous and heterogeneous groups. They form a coherent "toolkit" of techniques with precise instructions and caveats on their possible applications.

VIPPP facilitation skills improve group dynamics and yield creative and constructive outcomes. VIPPP methods are used to organize



group interactions in such a way that everyone is encouraged to express their opinion and contribute to group learning, decision making and achievements. Through visualization and open discussion on the ideas presented, repetition and circularity in discussion is reduced while new ideas are highlighted and processed. This adds to the creativity of group processes and the practicality of their outputs. Decisions that are made through the incorporation of different points of view have a better chance of being implemented and sustained.

## Objectives:

1. To learn new communication and facilitation skills and attitudes, and to practice methods and tools which will improve the atmosphere and outcome of almost any group event for planning, decision making, coordination of development activities, multi-stakeholder conferences and training.
2. To learn and practice new visualisation and presentation skills which will improve the communication and decision making processes in meetings, workshops and conferences.
3. To grow intellectually and to discover and express your individual talents.
4. To apply the knowledge and skills gained to planning a forthcoming group event.
5. To experience a creative, well organized, participatory training event.

## Participants:

12 to 18 participants who are facilitators or trainers, either employees or freelance consultants from development programs in international or national agencies, the UN-system, foundations, NGOs, bilateral projects, training centres, public and private sector programs, worldwide. The workshop will be held in English so reasonable command of written and spoken English is required.



## Contents:

This TOF provides the chance to learn:

- Basic facilitation and presentation skills which will enhance group qualities, synergy and output, including attitudes, behaviours and values of the facilitator.
- VIPP methods and tools: Uses of groups and plenary, including various group formations; idea generation methods; introduction to games and exercises for various applications; mini-drama and role plays; evaluation and self-assessment skills.
- Visualization skills using various media, including cards and charts, drawings and diagrammatic representations, and how to incorporate formal presentations.
- Group event design skills, such as arriving at objectives, methods, techniques, participant and venue selection, timing, and logistics.

## Process:

In this training we combine short visualised inputs on key concepts and methods, individual tasks, group work, team cooperation, learning by doing and

constructive feedback. This workshop is designed as a sequence of practical tasks by which the participants face selected challenges that will help them to master the practical skills of VIPP facilitation. A cooperative working style is encouraged and experiencing and analysing group dynamics are essential parts of learning and practicing. The process will be creative, employing all senses. Participants generate many of the key concepts themselves and assess of the utility of the techniques, as well as the whole process.

## What is VIPP?

Visualisation in participatory Programmes (VIPP) is a methodology for conducting group events, which puts people at the centre of the process of solving problems, developing skills or arriving at collective plans and program designs with vision, creativity and sustainability. (See VIPP website [www.southbound.com.my/vipp/index.html](http://www.southbound.com.my/vipp/index.html) and <http://vipp.wordpress.com/about/>). It is unique in that it provides a creative combination of different participatory approaches which emphasize participant involvement through many visualization techniques. VIPP offers an alternative to the usual way of planning workshops, seminars, conferences, training sessions, business and organizational meetings. These are usually conducted very formally with a multitude of presentations and little creative interaction between participants. In recent years, computerized presentations have become the *status quo* in almost any professional group event. Many of us have experienced presentation and information overload. In most sessions, a large part of the content of presentations is lost due to lack of audience involvement and audience fatigue. Often the viewpoints of participants are not heard or not processed due to lack of time. Typically, decisions are made and conclusions reached with little involvement of the relevant stakeholders

## Venue:

The St. Ulrich Monastery Training Centre

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Nearest airport is 1 hour away in Mulhouse/Bale (and 2 hours from Frankfurt – North and 2 hours from Zuerich – Southeast).

## Time/date: October 20-24, 2008

The workshop starts on October 20 at 9 AM and ends on Friday October 24 after lunch. Participants should arrive on Sunday, October 19<sup>th</sup> afternoon.



## Organizers and Trainer Team:

VIPP Core Trainers (Timmi Tillmann, Maruja Salas and other members to be confirmed)

**Dr. Hermann J. Tillmann** - [Tillmann2003@gmx.net](mailto:Tillmann2003@gmx.net)

A German trainer, facilitator and organizer of participatory conferences and training courses worldwide, with long training experience in Latin America, Europe, Africa and SE-Asia.

**Dr. Maria Angelica Salas** – [mas49@gmx.net](mailto:mas49@gmx.net)

A Peruvian trainer and facilitator with strong experience as a trainer of facilitators in Europe, America and Asia, specialised in creative design of group learning processes. She has developed an approach on enhancing indigenous knowledge for endogenous development in rural communities.

## Registration Fee:

700 Euro (or equivalent) for lodging (5 nights), full board, VIPP-Manual, CD with base material, training fee.

## Program structure:

	Morning (8.30 – 12.30 am)	Afternoon (2 – 6 pm)	Evening (7 – 9 pm)
Day 1	Introduction to participants, objectives and program. <b>What is VIPP-facilitation?</b> Shortcomings in group events.	<b>Visualisation and Presentation skills: theory and practice</b> Methodological Reflection about visualisation	Games I: Ice-breakers and Getting to know each other
Day 2	<b>Facilitation task I – hands on concepts of VIPP: Participation, Visualisation, Group dynamics, Intercultural Dialogue, Facilitation &amp; Empowerment</b>	Facilitation practice A basic repertoire of facilitation tools	
Day 3	<b>Facilitation task II – contents of VIPP-Training according to work situations: Health, HIV/AIDS program, Organic Agriculture, Consumer rights, Gender, Community Development, etc.</b>	Facilitation practice	Games II: Topic oriented games
Day 4	<b>Group events and work situations where to apply VIPP</b> Planning, Training, Research, Multi-stakeholder coordination <b>Design of future group events</b>	Group work Presentation of work plans and feedback. Script of the events.	Social event – visit to local Black Forest Farmer
Day 5	<b>Role and ethics of the facilitator</b> <b>Evaluation techniques</b> Final evaluation	Departure	

## Deadline for registration is August 30, 2008.

For further information and interaction on VIPP please go to:  
[www.southbound.com.my/vipp/index.html](http://www.southbound.com.my/vipp/index.html) and <http://vipp.wordpress.com/about/>

### Send Registration form to:

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