

How to perform the THINK ON Trainings and a few words about the facilitator's tasks

A THINK ON session consists of 5(6) questions, which are answered by the training group on the task sheets in a given time. Normally 30 minutes are sufficient, but in the beginning it may be a little more.

Depending on the people's preferences, the task sheets may be copied for every group member (preferably on paper with different colour to avoid a mix up with the group's task sheets). This is not a "must", because some people are more "listening" than "reading" types.

Training session

- The facilitator reads the first task to the group.
- Each participant notes his/her answers on a separate sheet (either the copy, or scrap paper).
- The answers are then collected, discussed, when necessary modified or corrected.
- The facilitator writes the final answers on the task sheet and puts it on the board.
- Comments, remaining controversies or additional emerging questions will also be put under "Answers/comments".
- Then the participants work on the second task and so on.
- The facilitator informs the supervisor about a finished training.
- The supervisor uses the prepared feedback sheet and checks the answers and adds or gives comments to the group's answers.

Some recommendations to the facilitator:

- You are the facilitator or moderator. In case of doubt, you decide how a certain question should be interpreted and answered.
- Please keep in mind the time limit.
- Make sure, that every participant gets the chance to talk.
- At the same time you are an equal member of the group and your answers are also important.
- Please refrain from teaching.
- Discussions are a very valuable training tool. Please let them run, as long as they stay within the subject.
- Otherwise, if going too far, remind the group of the limited time.
- If you do not like to write or a participant has nice or efficient handwriting or if a participant needs to be occupied, he/she can copy down the group answers.
- Nice handwriting or styling is not important.