

Worksheets

International Facilitator's Companion

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imaginal training

Determining Performance Discrepancies

The Target Group			
Optimal	Knowledge		
	Skills		
	Attitudes		
Actual	Knowledge		
	Skills		
	Attitudes		
Performance Discrepancies			

Solutions to Performance Discrepancies

Causes	
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Potential Solutions

Non-Training Solutions	Work Environment	
	Organizational Policies	
	Work Procedures	
	Work Tools	
	Work Assignments	
Training Solutions	Knowledge	
	Skills	
	Attitudes	

Curriculum Design: Learning Objectives

Redlines		Name of Module	
Sessions Numbers			
Topics			
Learning Objectives	Knowledge		
	Skill		
	Attitude		
Existential Aims			
Methods			

Curriculum Design: Modules Learning Objectives

Redlines		Name of Course	
Modules Numbers			
Modules Topics			
Learning Objectives	Knowledge		
	Skill		
	Attitude		
Existential Aims			
Methods			

Session Design Worksheet 1

Place in Program	Preceding sessions:	Following sessions:
Topic		
General audience	Education level Age range Sex (% of M/F) Experience in the topic Reasons for coming Expectations from the course	
Session Teaching objectives	Rational Objective:	
	Existential Aim:	

Session Design Worksheet 2

Question raising tool such as Basic Conversation	Rational Objective:	Question being raised:	Method:
	Existential Aim:		
Context setting tool such as lecture	Rational Objective:	Framework being suggested:	Method:
	Existential Aim:		
Learning tool such as workshop, seminar, game, case study, exercise, etc.	Rational Objective:	Learning being applied:	Method:
	Existential Aim:		

Workshop Worksheet
Title of Workshop _____

Rational objective:		Existential aim:	
Step		Procedure	Notes
Move-ments	I		
	II		
	III		
Conclusion			

Movement Worksheet
Movement

Steps	Procedure	Notes

Session Design Worksheet 1

Place in Program	Preceding sessions: <i>Put the sessions preceding this one here.</i>	Following sessions: <i>Put the sessions following this one here.</i>
Topic	<i>Put the topic of the session here</i>	
General audience	Education level <i>Put the educational level of expected participants here.</i> Age range <i>Put the age range of expected participants here.</i> Sex (% of M/F) <i>Put the ratio of men to women of expected participants here.</i> Experience in the topic <i>Put the experience in the topic of expected participants here.</i> Reasons for coming <i>Put the reasons why the expected participants are coming here.</i> Expectations from the course <i>Put what the participants expect from the course here.</i>	
Session Teaching objectives	Rational Objective: <i>Put the Rational Objective of the whole session here.</i>	
	Existential Aim: <i>Put the Existential Aim of the whole session here.</i>	

Session Design Worksheet 2

Question raising tool such as Basic Conversation	Rational Objective: <i>Put the Rational Objective of this component here.</i>	Question being raised: <i>Put the question being raised by this component here.</i>	Method: <i>Put the training method to be used for this component here.</i>
	Existential Aim: <i>Put the Existential Aim of this component here.</i>		
Context setting tool such as lecture	Rational Objective: <i>Put the Rational Objective of this component here.</i>	Framework being suggested: <i>Put the model, image or intellectual framework being taught here.</i>	Method: <i>Put the training method to be used for this component here.</i>
	Existential Aim: <i>Put the Existential Aim of this component here.</i>		
Learning tool such as workshop, seminar, game, case study, exercise, etc.	Rational Objective: <i>Put the Rational Objective of this component here.</i>	Learning being applied: <i>Put what the participants will learn in this component here.</i>	Method: <i>Put the training method to be used for this component here.</i>
	Existential Aim: <i>Put the Existential Aim of this component here.</i>		

Workshop Worksheet
Title of Workshop_____

Rational objective: <i>Put the Rational Objective of the component here.</i>		Existential aim: <i>Put the Existential Aim of the component here.</i>		
Step		Procedure		Notes
<i>Context</i>		<i>Write out the steps of the context here.</i>		<i>Put any teaching notes in this column.</i>
Move-ments	I	<i>Put the steps of the component here.</i>		
	II			
	III			
Conclusion		<i>Put the steps of the conclusions here.</i>		

Movement Worksheet

Movement *Put the name of the movement for the component here*

Steps	Procedure	Notes
Put the name of the steps for the movement here.	There should be one Movement Worksheet for each of the movements and one each for the opening and the closing. Write the detailed procedures for each of the steps here.	Teaching notes can go here.

Session Design Methods Overview

Conversation Construction

- 1 Determine the topic of the conversation and state as clearly as possible.
- 2 Set the Rational Objective and Existential Aim.
- 3 Brainstorm potential questions.
- 4 Organize into the Objective, Reflective, Interpretive, Decisional sequence.
- 5 Check flow of questions.
- 6 Write introductory context.
- 7 Write closing comments.
- 8 Test conversation.

Lecture Building

- 1 Determine topic of the lecture and state as clearly as possible.
- 2 Set the Rational Objective and Existential Aim.
- 3 Brainstorm 100+ items about the topic.
- 4 Organize into 4 points, then 4x4 and then 4x4x4.
- 5 Write sentences at 4x4, 4 and overall summary levels.
- 6 Reorganize the sequence of the 4.
- 7 Write out introduction.
- 8 Write out closing line(s).
- 9 Brainstorm illustrations for each of the 4x4 points and select the 16 key illustrations.
- 10 Draw sample board images and select the most effective.
- 11 Adapt to the audience.

Workshop Design

- 1 Determine the topic of the workshop.
- 2 Set the Rational Objective and Existential Aim.
- 3 Decide the practical product(s) of the session.
- 4 Decide the 3 or 4 broad movements of the session.
- 5 Determine what the group will have at the end of each movement (a list of ideas, a grouped list, etc.)
- 6 For each movement write the specific steps.
 - Imagine standing in front of a group and leading the movement.
 - Write down questions, comments and suggestions you might have to make while doing the session.
 - Separate them into procedures (questions and comments you must make in the movement) and short courses (comments and suggestions that may be needed in the session).
- 7 Determine how much time is required for each movement and where time can be saved if the session is running late.
- 8 Write the introductory context including what the workshop is about, why it is important and what the product(s) will be.
- 9 Write the closing (a reflection on the session, etc.).
- 10 List materials etc. needed for the session.

Basic Conversation Objectives Worksheet

Topic	Write the topic of the conversation in the most concrete form possible.
Rational Objective	Write the product of the conversation, answering the question: What do I want the group to reflect on?
Existential Aim	Write the mood you want the group to be in during the conversation.
Brainstorm Questions	
1	One - List 15 to 20 questions without being concerned with their levels or appropriateness.
2	Two - Mark on this list which questions are Objective, Reflective, Interpretive and Decisional.
3	Three - Select the best questions for the purposes of reaching your Rational Objective and Existential Aim.
4	
5	
6	
7	
8	
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10	
11	
12	
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14	
15	
16	
17	
18	
19	
20	

Basic Conversation Objectives Worksheet

Topic	<i>One - In this box, write the name of the topic.</i>	
Steps	Question	Time
Opening, Context, Story	<i>Six - In this box, write the introduction the group will need. Make sure you have defined whatever terms may be new to them, that the question and procedures are clear and that they understand WHY they are doing these steps.</i>	<i>In this box, put how much time will be spent on the introduction</i>
Objective	<i>Two - In this box, write the selected objective level questions.</i>	<i>In this box, put how much time will be spent on objective questions.</i>
Reflective	<i>Three - In this box, write the selected reflective level questions.</i>	<i>In this box, put how much time will be spent on reflective questions.</i>
Interpretive	<i>Four - In this box, write the selected interpretive level questions.</i>	<i>In this box, put how much time will be spent on interpretive questions.</i>
Decisional	<i>Five - In this box write the selected decisional level questions.</i>	<i>In this box, put how much time will be spent on decisional questions.</i>
Conclusion	<i>Seven - Finally, consider the way in which to let the group appreciate their work. This could be giving their information an overall title, or talking about the process of the conversation, a one sentence personal reflection on the topic - whatever seems suitable.</i>	<i>In this box, put how much time will be spent on the conclusion.</i>

Basic Conversation Objectives Worksheet

Topic	
Rational Objective	
Existential Aim	
Brainstorm Questions	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Basic Conversation Objectives Worksheet

Topic		
Steps	Question	Time
Opening, Context, Story		
Objective		
Reflective		
Interpretive		
Decisional		
Conclusion		

Lecture Brainstorm Form

Title _____

Lecture building 4x4

Lecture Title_____

[illegible]

Lecture Brief Form

Lecture Title _____

Lecture Summary

I

A

B

C

D

II

A

B

C

D

III

A

B

C

D

IV

A

B

C

D

Lecture Illustration Worksheet
Lecture _____

Lecture		Illustrations	Board Image	Time
Introduction On-Stage				
	I			
	II			
	III			
	IV			
Conclusion Off-Stage				

Lecture Illustration Worksheet
Lecture _____

Rational Objective:		Existential Aim:		
Audience:				
Lecture		Illustrations	Board Image	Time
Introduction				
Key Points	I			
	II			
	III			
	IV			
Conclusion				

Lecture Illustration Worksheet

Lecture Put the name of the lecture here

Rational Objective: <i>Put the Rational Objective of the lecture here.</i>		Existential Aim: <i>Put the Existential Aim of the lecture here.</i>		
Audience: <i>Put a brief description of the audience here.</i>				
Lecture		Illustrations	Board Image	Time
Introduction <i>Put the key introductory point here.</i>		<i>Put the verbal illustrations in this column.</i>	<i>Put the board images in this column.</i>	<i>Put the amount of time in this column.</i>
Key Points	I <i>Put the key points in this column.</i>			
	II			
	III			
	IV			
Conclusion <i>Put the concluding point here.</i>				

Workshop Worksheet

Focus Question: <i>In this box, write the subject of the workshop as specifically as you can, in the form of a question.</i>		
Rational Objective: <i>In this box, write the product of the workshop as specifically as possible.</i>		Existential Aim: <i>In this box, describe the experience you intend the group to have.</i>
Step	Procedure	Time
Context	Focusing <i>In this box, write the introduction the group will need. Make sure you have defined whatever terms may be new to them, that the question and procedures are clear and that they understand WHY they are doing these steps.</i>	<i>Say how long each step will take</i>
Move-ments	I Brainstorming <i>In this box, write the question or questions you will use for the brainstorming step of the workshop. Consider what problems your group may have in coming up with answers, and think of things you could say to help them think of further ideas.</i>	
	II Organizing <i>Here write down the questions you will use to begin putting the group's ideas into some form. What relationships between their ideas are important? Different issues are grouped differently - Problems go together because they have a common root cause, but tactics go together because they are actions that are similar or are done together.</i>	
	III Naming <i>Next, of course, write what steps you will use to have the group name the parts of their developing picture. How much time do they need to discuss and debate? How much control do they need from you?</i>	
Conclusion		Reflecting <i>Finally, consider the way in which to let the group appreciate their work. This could be giving their information an overall title, or talking about the process of the work, planning to present the results of the workshop – whatever seems suitable.</i>

Workshop Worksheet

Focus Question:		
Rational Objective:		Existential Aim:
Step	Procedure	Time
Context		
Move- ments	I	
	II	
	III	
Conclusion		

Topic

Rational Objective:		Existential Aim:	
Step		Procedure	Notes
Context			
Move-ments	Instruc-tions		
	Activity		
	Reflec-tions		
Closing			

Designing a Role Play

Rational Objective:	Existential Aim:
Possible Role Plays:	
Situation:	
Roles:	
Draft:	
Reflection:	

Role Play Workshop Design

Name of Role Play

Rational Objective:		Existential Aim:	
Step		Procedure	Notes
Context			
Move-ments	Role play		
	Reflec-tions		
Conclusion			

Role (s)

Designing a Role Play

Rational Objective: <i>Put the Rational Objective of the session in this box.</i>	Existential Aim: <i>Put the Existential Aim of the session in this box.</i>
Possible Role Plays: <i>In this box brainstorm possible role plays that would accomplish these objectives. Decide which one is the most effective.</i>	
Situation: <i>Brainstorm the details of the situation in this box.</i>	
Roles: <i>Brainstorm details of the roles in this box.</i>	
Draft: <i>Write out a draft of the details of the situation and roles in this box.</i>	
Reflection: <i>Plan the reflection in this box (the Basic Conversation Method is useful for this).</i>	

Role Play Workshop Design

Name of Role Play Put the name of the role play here

Rational Objective: <i>Transfer the Rational Objective to this box.</i>		Existential Aim: <i>Transfer the Existential Aim to this box.</i>	
Step	Procedure		Notes
Context	<i>Write out the context here. Include how the session will start, the objective of the role play, what will happen, and how it will happen.</i>		
Move-ments	Role play	<i>Put the instruction to the people playing the roles here and any instructions to the rest of the group.</i>	
	Reflec-tions	<i>Put the questions for the reflection here.</i>	
Conclusion		<i>Put the closing here.</i>	

Role (s)

Put the name and the description of the role here. If both roles are included on one sheet so everyone sees them they can go here. If only the person playing the role should see it copy this sheet twice and put each role on a separate sheet.

Case Study Worksheet 1
ToT

Session Teaching Objective in sentence form		
Brainstorm situations from personal experience		
The selected situation		
The dilemma		
Elements of Situation	Aspects of the Dilemma	Information indicating aspect

Case Study Worksheet 2
ToT

Essence of the Case:		
Social and Historical Information	Organizational Background Information	Information received by the Manager

Case Study Worksheet 3
ToT

Draft of the Case:	Key Question

Workshop Worksheet
Title of Workshop _____

Rational Objective:		Existential Aim:	
Step		Procedure	Notes
Context			
Move-ments	I		
	II		
	III		
Conclusion			

Movement Worksheet

Movement _____

Implementation Plan Workshop

Rational Objective: <i>Put the Rational Objective of the session here.</i>		Existential Aim: <i>Put the Existential Aim of the session here.</i>	
Step		Procedure	Notes
Context		<i>Put the context for the workshop here. Include the objectives, the way time will be spent. Explain what the goal of the plan is. Write how to check for agreement from the group.</i>	
Move- ments	Naming the Victory	<i>Write out how the group will brainstorm what the accomplished plan will look like. It is more effective when done as though it were already done, thus using present tense is best.</i>	
	Discern- ing the Situation	<i>Write out how the group will explore its advantages and vulnerabilities in accomplishing the plan.</i>	
	Listing the Do's	<i>Write out the questions to be used to get all of the actions required to do the plan listed.</i>	
	The Intuitive Gestalt	<i>Write out here the questions to be used to get the group to organize the do's (actions) into 8 to 14 arenas of activity.</i>	
Conclusion		see below	

Implementation Plan Workshop

Rational Objective:		Existential Aim: See above	
Step		Procedure	Notes
Context		See above	
Move-ments	The Reflective Chart	Here write out the questions to be used to have the group organize the arenas into a chart. Write out how the facilitator will have the group give motivational titles to the arenas. These could be slogans based upon a common theme.	
	The Corpor-ate Talk-Through	Write out here how the facilitator will have the group create an initial description how each arena will be implemented including timing, personnel, and activities.	
	The Implemen-tation Plan Write-up	Write out how the facilitator will have the group write a draft of the plan.	
	Finalize Implemen-tation Plan	Write out the questions and comments to be used by the facilitator to finalize the plan including who is responsible for each arena, any deadlines, personnel assignments, materials and check points.	
Conclusion		Write out how the facilitator will conclude the session.	

Implementation Plan Workshop

Rational Objective:		Existential Aim:	
Step		Procedure	Notes
Context			
Move-ments	Naming the Victory		
	Discern-ing the Situation		
	Listing the Do's		
	The Intuitive Gestalt		
Conclusion		see below	

Implementation Plan Workshop

Rational Objective:		Existential Aim: See above	
Step		Procedure	Notes
Context		See above	
Move-ments	The Reflective Chart		
	The Corpor-ate Talk-Through		
	The Implemen-tation Plan Write-up		
	Finalize Implemen-tation Plan		
Conclusion		Write out the way the session will end here.	