Digital Facilitation Toolkit efacilitation.etui.org



PROGRESSIVE METHODS FOR HELPING OTHERS AND ASKING FOR HELP

Heuristics are structures that signal important elements to consider when entering a new situation. They are a tool to simultaneously develop deeper insight and help to respond with a quick decision-making attitude. This method is based on short exchanges that reveal effective heuristics.

USE THIS METHOD:

- Avoid common traps when giving and asking for help.
- Change unwanted giving help patterns that include: premature solutions, unneeded advice; adding pressure to force use of advice; moving to next steps too quickly; trying too hard not to over-help.
- Change unwanted asking for help patterns that include: mistrusting, not sharing the real problem; accepting help without ownership; looking for validation, not help; resenting not getting enough.
- Improve inter-professional coordination in any professional group.

Duration: 30 min - 1 hour

Difficulty Level: Hard

Group Size: < 50

Level of interaction: High

Multilanguage fit: No

Preparation Time: Medium

Purpose: Knowledge Construction

Type of Online Events: Webinar, Workshop



STEPS TO APPLY THE METHOD:

Preparation

- **1.** You are invited to view all human interactions as offers that are accepted or blocked
- **2.** You are invited to act, react to or observe patterns of interaction.
- **3.** You are invited to reflect on your own pattern as well as shifting how you ask, offer, and receive help.
- 4. Everyone has one of three possible roles (it is a good idea to switch roles as the learning activity progresses). Form groups of three: a pair interacting (client and coach) plus one observer.

Delivery

- **1.** Present the learning activity and the procedure, including topic, timing using some instructional slides.
- **2.** Present the roles that should be played in groups: client, coach and observer.
- **3.** Create groups of three people and assign them into breakout rooms. Three rounds of interaction are planned, through which learners are changing role.
- 4. Instruct the groups to use 2 minutes of improvised interactions, followed by 5 minutes of debrief. The client shares a challenge they are passionate about. While the observer pays close attention, the coach responds in the following pattern:
 - **Quiet Presence:** the coach accepts all offers, and listens compassionately.
 - **Guided Discovery:** the coach accepts all offers, and guides an inquiry for mutual discoveries.
 - Loving Provocation: the coach interjects advice, accepting and blocking offers as needed.
 - Process Mindfulness: coach and client accept all offers, working at the top of their intelligence. They should notice how novel possibilities are amplified by this mental approach.

TOOL TIPS:

Active listening tips <u>https://www.mindtools.com/az4wxv7/</u> active-listening