



## WORKSHOP FACILITATION TEAM: APPLICATION GUIDELINES

Thank you for your interest in serving as a member of the 2019-2020 Workshop Facilitation Team. Membership on the team is a volunteer opportunity to gain professional development experience by facilitating workshop curriculum across the UGA Student Affairs. Applications will be reviewed by staff in Learning & Strategic Initiatives, who will provide recommendations for membership to Vice President Wilson.

*The deadline for applications is Friday, September 6th, 2019 at 5:00 p.m.*

## WORKSHOP FACILITATION TEAM MEMBER REQUIREMENTS/EXPECTATIONS

The Workshop Facilitation Team works with Learning and Strategic Initiatives to facilitate UGA Student Affairs' common workshops. In addition to facilitating workshops, team members meet biweekly to recommend refinements to the curriculum and discuss emerging trends.

- **Term:** Team members will serve a one-year term, ending in May 2020.
- **Training:** Team members will attend one 4-hour training. Training date will be determined after selection of the Workshop Facilitation Team.
- **Biweekly Meetings:** Team members will attend a 1-hour meeting every other week. Meeting day and time will be determined after selection of the Workshop Facilitation Team.
- **Workshop Facilitation:** Team members will facilitate a minimum of 5 workshops between October 2019 and April 2020. Team members can expect to allocate approximately 1.5 hours for each workshop. Team members will select workshop days and times based on availability.

## WORKSHOP FACILITATION TEAM MEMBER ELIGIBILITY

- Team members must:
  - o Be a full-time staff member in UGA Student Affairs.
  - o Have supervisor approval to join the Workshop Facilitation Team.
  - o Be available to attend training, participate in biweekly meetings, and facilitate a minimum of 5 workshops.

## WORKSHOP FACILITATION TEAM APPLICATIONS

Applicants are expected to have a conversation with their supervisor about volunteering to be a facilitator prior to applying. Applicants will be asked to upload a signed letter of support from their supervisor.

Applications must be submitted via the Qualtrics form. All fields are required. Please prepare to respond to each of the following prompts prior to visiting the proposal submission form.

### **Length of Time in Current Role**

You will indicate the length of time you have served in your current role. Please use a combination of years and months to indicate the duration of your service in this role.

### **Length of time in UGA Student Affairs**

You will indicate the length of time you have served in UGA Student Affairs. Please use a combination of years and months to indicate the duration of your service in the division.

### **Relevant Experience**

You will indicate prior experience with CliftonStrengths StrengthsFinder/StrengthsQuest material and comfort with facilitation.

### **Interest in serving as a member of the Workshop Facilitation Team**

You will describe your interest in serving as a member of the Workshop Facilitation Team in 300 words or less.

### **Acknowledgement of Expectations and Time Commitment**

You will confirm agreement with team member expectations and anticipated time commitment.

### **Upload Signed Workshop Facilitation Team Supervisor Approval Document**

You will upload the signed Workshop Facilitation Team Supervisor Approval document. If you are unable to scan the document, please send it to James Crawford in 408 Memorial Hall.

## **FREQUENTLY ASKED QUESTIONS**

### ***1. "I would like to apply but I don't have a lot of facilitation experience, should I apply?"***

Yes! To ensure our facilitators are adequately prepared for their role, we will have a training that provides facilitators with resources and practice to promote their comfort with the material. We recognize that facilitation is not easy and will work with you to further develop your skills and increase your comfort in delivering the material.

### ***2. "I'm interested but I don't have a traditional student affairs role or degree. Can I still apply?"***

Yes! We recognize that in an organization as large as the Division of Student Affairs, we have incredible people invested in the support of UGA's students who have diverse experiences, backgrounds, and educational opportunities.

### ***3. "I would like to apply but don't know how to have the conversation with my supervisor about their letter of support. How do I have that conversation with my supervisor?"***

Each supervisor-supervisee relationship is intricate and different so it is difficult for us to recommend specifically how you can have that conversation with your supervisor. We recommend preparing for the conversation by reviewing your work schedule to determine if you have the time to effectively serve as a facilitator and drafting responses to the application questions so you can succinctly communicate your interest to your supervisor.

# **[CLICK HERE TO APPLY!](#)**

*Questions about the Facilitator Application, CliftonStrengths StrengthsFinder, or the workshops?*  
Contact us at [jcrawford@uga.edu](mailto:jcrawford@uga.edu) or (706) 542-8229.