

Healthy Workplace Participatory Program Facilitator Description

The Facilitator role is vital to the success of the Healthy Workplace Participatory Program (HWPP). The Facilitator leads Design Team (DT) meetings, tracks program progress, and helps to ensure the Design Team and Steering Committee communicate regularly and collaborate productively. A Facilitator may be recruited from among internal employees or hired as a consultant.

Time Commitment: About 10 hours/month is needed to plan and lead two Design Team meetings per month, and to communicate with program team members between meetings.

Facilitator Roles:

1. Guiding the Process

Facilitators guide the DT through team formation and intervention planning using a highly interactive participatory process. The Facilitator serves the DT by using the HWPP meeting materials, keeping the team focused on the meeting goals, and identifying when extra training is needed.



2. Encouraging Positive Relationships

Facilitators assist the DT to set ground rules and expectations; this creates a comfortable atmosphere where everyone feels their opinions are respected. The Facilitator helps team members share and understand different perspectives, while avoiding inserting their own views.

3. Tracking Results

Facilitators help the DT to assess their progress and to determine what adjustments might be needed to achieve key milestones. Teams need a sense of accomplishment to sustain commitment and enthusiasm.

Qualities of a Skilled Facilitator:

- Clearly explains the meeting activities and goals
- Encourages everyone to speak
- Redirects discussion when needed
- Gently enforces ground rules
- Listens reflectively
- Remains impartial or unbiased
- Manages meeting time and materials

Benefits of participating:

Develop skills in: group facilitation, team collaboration, health and safety, business decision planning. Interact with employees in other departments, at all levels of the organization.

Visit <https://www.uml.edu/Research/CPH-NEW/Healthy-Work-Participatory-Program/Form-Program-Teams/> to access the HWPP Facilitator Manual and facilitation skills training videos.