



#YALILEARNS



**YALILearns Session
Facilitation Guide**

**WORKFORCE
COLLABORATION AND
DEVELOPMENT**

Your Guide to Facilitating a Session About Workforce Collaboration and Development

Using the YALI Network Online Course [Workforce Collaboration and Development](#) and the following guide, you can facilitate an interactive learning session with members of your community. In the spirit of entrepreneurship and leadership, this guide will inspire your audience to work toward sustainable goals and understand the importance of robust training and diversity in the workplace.

Total Time: 50 Minutes

Introduce Yourself (5 minutes)

- Thank participants for joining, and introduce yourself. Provide an overview of the YALI Network and direct participants to yali.state.gov for more information.
- Briefly share what motivated you to facilitate this group discussion on workforce collaboration.
- Give participants a brief overview of the session format, what you will be covering, and what they can expect from the session.

Ice Breaker (5 minutes)

- Ask each participant to share with the group their name and the best advice they have received in relation to collaborating with others. Remind participants to keep their responses to 30 seconds or less.

Watch Lesson One: [Setting and Achieving Goals](#) (5 minutes)

Group Discussion (7 Minutes)

After watching the session, invite participants to discuss the following questions:

- In a project you are working on now, what is your long-term goal and how do you distinguish it from your short-term goals?
- Share an example of a time when you had a clear understanding of your roles and responsibilities. What made that project effective?
- Consider your own “circle of influence.” What are areas inside and outside your circle?



Watch Lesson Two: [Designing and Delivering Training](#) (5 minutes)

Group Discussion (6 Minutes)

After watching the session, invite participants to discuss the following questions:

- What's one lesson you can apply from this clip in your own life?
- What materials have you used during a training to ensure that your audience understood the learning objectives?
- What are some of the ways you have received feedback in the past? Were those methods effective? Explain.

Watch Lesson Three: [Improve Your Network, Your Team and Your Organizational Structure](#) (5 minutes)

Group Discussion (7 minutes)

After watching the session, invite participants to discuss the following questions:

- What are challenges that individuals or organizations may face in diversifying their workplaces?
- How would you rate the level of diversity in your organization or workplace? How does that positively impact your work environment?
- What is one action you can take this week to show your commitment to diversity in your workplace?

Wrap-up (5 Minutes)

- Thank your participants for joining your workforce collaboration and development discussion.
- Encourage participants to go online and take the YALI Network Online Course [Workforce Collaboration and Development](#) to receive a YALI Network Online Course certificate.

