

Facilitator Debrief

Post Session and Program



Welcome to HEAL Project Self Directed Training: Facilitator Debrief

“Facilitator Debrief” is designed to offer examples of debriefing sessions and questions to be conducted during and post program. Debriefing is essential for team cohesion, dynamics, ongoing communication, and strength to offer seamless programming. This can be adapted to already existing practices at your agency.

Introduction

- Facilitator Debrief Importance

Post Session Facilitator Debrief

- Roles and Format
- Questions

Post Program Exit Interview

- Roles and Format
- Questions

Facilitator Team Regulation

- Individual and Group Regulation
- Check In phone calls or meetings
- Supervision as needed

Key Messages

- Collaborative Reflection & Planning
- Tracking Participant Needs
- Enhancing Facilitator Wellbeing
- Continuous Improvement
- Participant-Centered Focus
- Team Cohesion & Accountability

Objectives

- Importance and essential practice of facilitator debriefing
- Gain knowledge on post session and exit interview facilitation debriefing session ensuring consistent program delivery and reflection.
- Carry out exit interviews with facilitators to evaluate the program experience, gather feedback, and discuss strengths and areas for growth.
- Support Facilitator Team Regulation - individual and group to strengthen team cohesion and collaboration
- Reinforce Key Messages on facilitator debriefing



Facilitator Debrief

Emotional Processing and Regulation

Facilitators often witness or hold space for intense emotional expression. Debriefing helps them process their own responses, prevent burnout, and maintain emotional well-being.

Program Improvement and Reflection

Debriefing allows facilitators to reflect on what worked well, what challenges arose, and how future sessions can be adapted to better meet participants' needs.

Team Communication and Cohesion

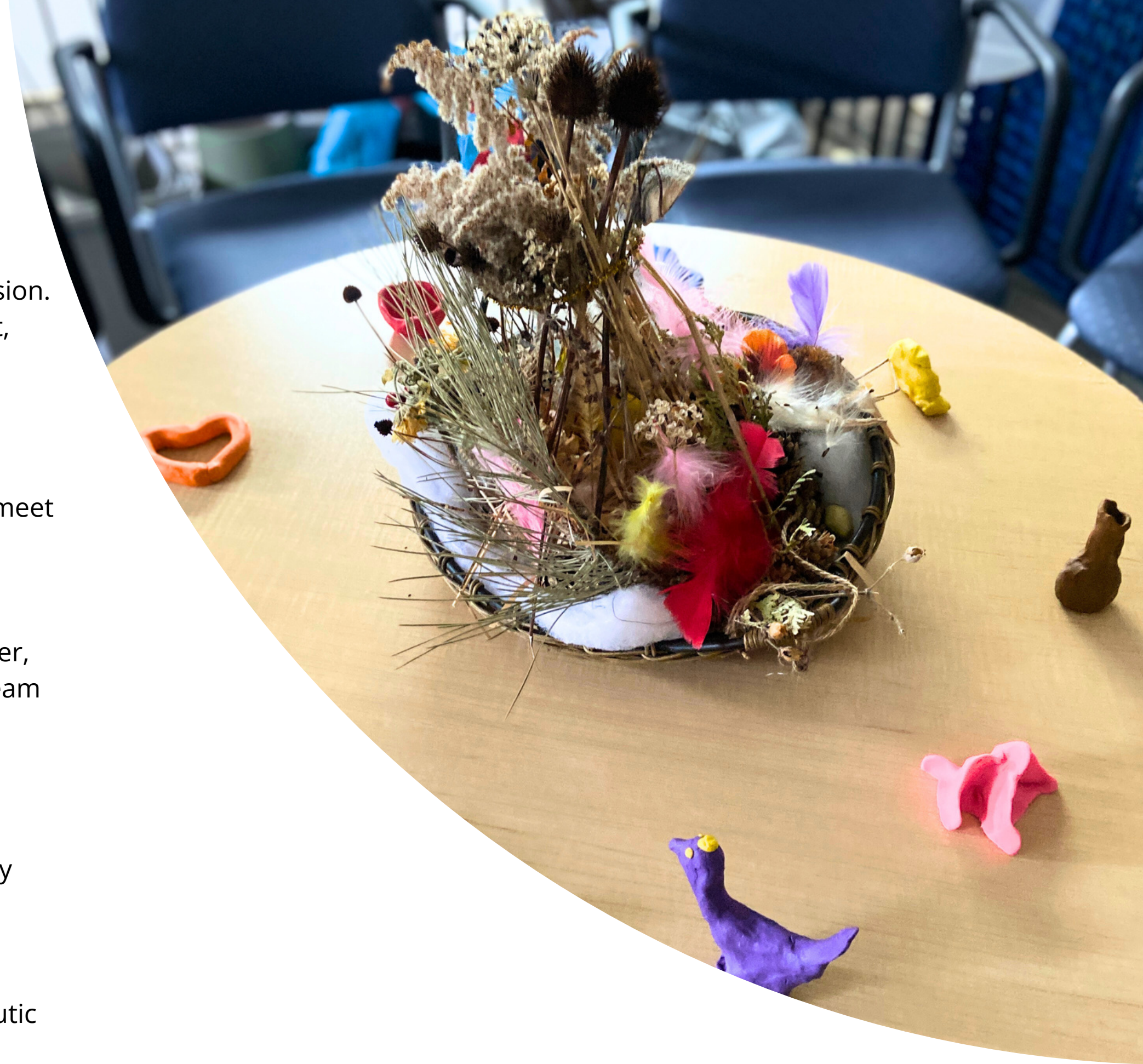
It creates a space for facilitators to share insights, support one another, and strengthen collaboration—enhancing the overall quality of the team dynamic.

Ethical and Safe Practice

Post-session discussions ensure facilitators are upholding ethical standards, addressing any concerns that surfaced, and identifying any follow-up needs for participants.

Reinforcement of Therapeutic Goals

Debriefing helps facilitators stay aligned with the program's therapeutic objectives, ensuring that each session contributes meaningfully to participant healing and engagement.



Facilitator Debrief: Post Program Session

HEAL - FACILITATOR DEBRIEF DOCUMENT

Title of Program: HEAL - Hubs of Expressive Arts for Life

Expressive Arts Therapy to support survivors of gender-based domestic violence

Session Number:	Date of Session:
Location:	Number of Participants:
Facilitator Team Names:	

Describe the activities of the session.

What were themes during the session from participants?
(participant reflections, patterns, and topics of discussions)

SUCCESS What went well? Why?

BASIC INFORMATION

- Date of Session
- Session #
- Total Participant
- Facilitator Team

DEBRIEF QUESTIONS

- Main activities in the session
- What are themes emerged during the session? (participant reflections, patterns, and topics of discussions)
- Sunshine Moments. What went well? Why?
- Challenges. implications for participants and facilitators?
- Improvements. What are areas of growth?

WRAP UP

- Referral needs (State name of participant, referral, reason, update, name of staff overseeing the referral, update on progress)
- Preparing for NEXT WEEK: Name and responsibility, what materials are needed for next session?

Post Program Exit Interview

When: Conducted post program session

Duration: 15 - 20 minute

Who: Facilitator Team members (e.g. arts based facilitator, peer researcher, co-facilitator, volunteers, student placement)

Formats:

- **In person** gather following session ending in program room. Ensure doors are closed and participants have left.
- **Shared Document** facilitators who are unable to stay for debriefing complete an online form with reflection and notes responding to questions.
- **Phone call** main project lead conducts a brief phone call with facilitators to gather responses. Notes are documented in safe and secure place.



Post Program Exit Interview

When: Conducted 1 - 2 weeks following the end of the program

Duration: 1 hours

Who: Facilitator Team members (e.g. arts based facilitator, peer researcher, co-facilitator, volunteers, student placement)

Formats:

- **In person** gather at program agency with refreshments and recording device. This option is often not feasible due to differing schedules.
- **Zoom** meet over Zoom. Able to record and transcribe the meeting, offers documentation easily.
- **Phone/Shared Document** facilitators unable to attend the group debriefing meeting are called or invited to complete the questions and emailed.



Post Program Exit Interview



HEAL Project
Facilitation Team Post-Program Feedback

Thank you for being part of the HEAL Facilitator Team. Gaining your feedback will help inform the trainings, process, and support for upcoming HEAL Facilitator teams. What you have to say is valuable!

Name	Role

1. How was your overall experience of working on the HEAL project? Did you experience any challenges related to your role (as an art facilitator, co-facilitator, volunteer)?

2. How well was the HEAL program implemented? Did you experience any challenges implementing the program?

3. How well are the program implemented on an organizational level, between Access Alliance and the partnered organization? Did you or your organization experience any challenges related to implementation of the program?

BASIC INFORMATION

- Name and role of facilitators

DEBRIEF QUESTIONS

- How was your overall experience of working on the HEAL project? Did you experience any challenges related to your role (as an art facilitator, co-facilitator, volunteer)?
- How well was program implemented on an organizational level, between Access Alliance and the partnered organization? Did you or your organization experience any challenges related to implementation of the program?
- How well was the evaluation component of the project (e.g., interviews, focus groups, surveys) implemented? Did you experience any challenges related to implementation?

Post Program Exit Interview



HEAL Project
Facilitation Team Post-Program Feedback

Thank you for being part of the HEAL Facilitator Team. Gaining your feedback will help inform the trainings, process, and support for upcoming HEAL Facilitator teams. What you have to say is valuable!

Name	Role

1. How was your overall experience of working on the HEAL project? Did you experience any challenges related to your role (as an art facilitator, co-facilitator, volunteer)?

2. How well was the HEAL program implemented? Did you experience any challenges implementing the program?

3. How well are the program implemented on an organizational level, between Access Alliance and the partnered organization? Did you or your organization experience any challenges related to implementation of the program?

- The HEAL project is founded on key approaches and lens, next I would like to ask about how well you feel we were able to implement these approaches.
How did the program implement culturally safe practices? (Why/why not)
How did the program implement trauma informed practices? (Why/why not)
- How helpful were the Access Alliance staff in preparing you for your role as the art facilitator? Is there anything you wished you learned that would have helped you?
- Do you feel there were enough resources available for you to facilitate?
- What areas of implementation of the program can be improved?
- Do you have any other comments or concerns you would like to share?

Gratitude

- Express gratitude to all facilitators
- Share upcoming opportunities for facilitators if applicable
- Offer continued communication channels if more reflections arise

Other Contributing Factors to Facilitator Teams Cohesion

Individual & Group Regulation

Techniques are not ONLY for participants, facilitators need ways to manage stress, process difficult emotions, and share among a trusting community. Are there existing self- and co-regulation strategies you practice?

Self-Regulation

- Mindfulness
- Meditation
- Somatic Resourcing
- Engage in personal art base practice

Co-Regulation

- Team Debriefing
- Ask for support
- Discussing with manager or colleague
- Refer to agency policies on best practices
- Reach out external assistance as needed

Check In Phone Calls or Meeting

- Individual and Group Regulation



Self-Reflection: Preparing for Difficult Conversations

Sample reflective questions for facilitators

Reflexive practice is the ongoing process of critically examining one's own thoughts, feelings, actions, and biases in relation to their work. For facilitators, it involves being self-aware, questioning assumptions, and considering how their identity, experiences, and interactions influence the therapeutic or creative space they help hold.

- What is the purpose for having the conversation?
- What do you hope to accomplish?
- What would be an outcome?
- Are you making assumptions about anyone's motivations?
- How does your perception influence the encounter?
- What "buttons" of yours are being pushed?
- What are your needs and fears?
- Is there common cause? Could there be?
- Do you need to communicate policies, laws, rules?
- Are you requesting any act of compliance?
- What are the potential consequences of the dialogue for you and other person?



Facilitator Team Conflict Resolution

De-Escalation Tools Responding to conflict using an Interest Based practice

Seeks to identify the underlying needs of the particular individuals in the conflict and generate new ways of meeting as many needs as possible.

CLAIM

C = Centre Yourself, remain calm and avoid reactivity

L = Listen for what is important to the speaker

A = Acknowledge what you have heard

I = Invite more information

M = Move toward problem solving

- Be aware of the difference between agreeing and acknowledging person's experience
- Opportunity for empathy and respect
- Reinforce neutrality in the situation while still attending to their feeling/emotions
- Nod your head or respond with "uh-huh...mmm"
- Can you say more about that? How were you hoping the discussion would go?
- If the person cannot offer a solution, work together
- Offer an option that abides by guidelines of the organization
- "I feel.....when you...because....What I'm hoping we might try is....."



Facilitator Team Supervision

Supervision

If your agency has the capacity to offer supervision negotiate with facilitators about accessing this type of service during the program.



Key Messages

- Collaborative Reflection & Planning
 - A tool for team discussions to reflect on each session, plan future ones, and ensure alignment with program goals
- Tracking Participant Needs
 - Documenting and addressing participant referral needs to ensure ongoing support and follow-up
- Enhancing Facilitator Wellbeing
 - Providing a space for facilitators to reflect on their experiences and note any personal or team support needs
- Continuous Improvement
 - Gathering insights to refine facilitation techniques, adjust session pacing, and enhance overall program delivery
- Team Cohesion & Accountability
 - Promoting team collaboration and accountability by ensuring all facilitators share their observations and contribute to session improvements





Connect with Us

340 College St., Suite 500

Toronto, Ontario M5T 3A9

www.accessalliance.ca

arts@accessalliance.ca



Access Alliance
Multicultural Health and Community Services

HEAL Hubs of
Expressive Arts
for Life