

# 2014 Facilitator Selection

## High Country PETS

Chuck Rutenberg  
PETS Lead Trainer

Each District is asked to submit the following information, **by September 1<sup>st</sup>**, for Rotarians recommended for the position of PETS Facilitator. All facilitators from last year will be considered.

### Basic Required Qualifications:

- Past Club President – preferably within the last 3 to 5 years
- Facilitator Experience – RLI, Club Visioning, or other
- RLI Experience as a participant is helpful; but, not required
- Is NOT an AG or a District Trainer

### We are looking for the following Qualities in Facilitators:

- Energetic
- Passionate about Rotary
- At ease in front of a group
- Has a friendly personality
- Can express themselves clearly
- Is tactful
- Can get people talking
- Can handle difficult participants

### Effective Facilitators are not:

- Quiet or shy
- Dictatorial
- Controversial
- Someone who wants to lecture
- Offensive

Please send the following information for each recommended facilitator to Chuck Rutenberg at this e-mail address: [chuck\\_rotary@hotmail.com](mailto:chuck_rotary@hotmail.com)

- Name
- E-mail address
- Phone number – best for contact

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# THE ROLE OF THE DISCUSSION LEADER

### **I. INITIATING**

They get the discussion started or restarted to avoid group silence. One way group discussion leaders can do this is by posing a few specific questions about a presentation, particular reading segment, point or topic.

### **2. FACILITATING PARTICIPATION**

It is very important to make sure that all members get an opportunity to participate or speak. If anyone or a few dominate a group, it is the responsibility of the discussion leader to rectify this situation. This may mean going around the group, in-turn, or calling on people.

### **3. EXPEDITING AND SUMMARIZING**

Keeping the discussion on topic and moving. It also includes summarizing what the group has said and then moving on. In addition, the discussion leader should be prepared to clarify information and synthesize it, and on occasion, draw connections between different comments or points.