

3.1 Rôle of the Facilitator – what the Facilitator does

The aim, within person-centred-planning, is for each person to have their own planning circle (also called Circle of Support).

The planning circle is a mixture of paid staff, friends, and family, who are committed to the person to support her/him to find and participate in new activities and new friendships.

The planning circle provides a social and support network to help achieve goals, hopes and aspirations.

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The facilitator has a very important role within the circle of support,

Who should be the facilitator?

The person may choose to facilitate their own person centred plan.

The person may choose who they would like to facilitate.

Or, the facilitator should be someone who knows the person well or would like to get to know them better.

The Facilitator's job is to:-

- ◆ Help the person decide who they want in their circle
- ◆ Get the people in the planning circle together regularly
- ◆ Support the person to invite people to the person-centred planning day
- ◆ Make sure the meetings go well, and make sure that any plans made are what the person wants
- ◆ Make sure that everybody knows how the person communicates
- ◆ Makes sure the person says everything that they want to say

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Facilitators might need training to make sure they can do all this properly, and feel happy about it.

Training for facilitators should include depth training, and training in different styles of person-centred-planning. For more detail on this, see section 3.6, or the Department of Health guidance in the Appendix.



Where appropriate training should also include the person and their family members and provide the practical support they need to take part.

Some of the ways that the facilitators can be supported are:

- ◆ “Buddy” systems – linking with another facilitator to learn together
- ◆ Mentors/coaches – links with people who are good at facilitation
- ◆ Action Learning sets – groups of people who are learning together
- ◆ Making time within teams for problem solving and staff supervision
- ◆ Stake holder days or “away days”
- ◆ Learning about organisational change – how to help organisations to change they way the work, so they can be person centred
- ◆ Learning from best practice – what is known to work well.

DOH Guidance

Facilitation also includes:

- All members of the circle of support doing everything they can to make sure the plan works in the way the person wants. This might take a long time.
- Supporting one another through difficulties and celebrating success.
- Identifying people outside the circle who may help achieve goals.

- Always make sure the plan is up to date with what the person wants.

The job of the facilitator can be shared by more than one person if this helps things to work better.

It is important that the circle of support has people who can make sure that the plan happens. This means they may have to be good at particular things, or know what they need to do, or who to get in touch with to make things happen.

