

## Community Transitions Center

### Bridge Building Class - Facilitators' Skills

#### *"Facilitators are Bridge Builders"*

Focus: Assist students with defining a "smart" *community* based goal that is achievable in one quarter.

#### ***SMART: "specific, measurable, action-oriented, realistic, & timely"***

1. Acknowledge & encourage each student's ability to develop & achieve a community-based goal.
2. Clarify the difference between an *ongoing* goal (long term) & a *quarter* goal (short-term, achievable within a quarter)
3. Explain the benefits of a short-term goal, why do we set short-term goals?
4. Assist students with defining/refining their goal using the guidelines of "smart" (Ask students, "how do you think this could be more specific?")
5. Help students bridge their "self-care goals" into community goals (Ex: I'm going to cut back my smoking so that I can go out to eat once a week)
6. Identify & validate goals people have completed so they can celebrate their accomplishments!! Reason we have goals is to achieve successes.
7. When a goal is completed, *encourage* student to establish a new "smart" community goal (a new goal is needed to encourage students to reach new ideas)
8. If a student wants to continue to work on a goal, please help him/her redefine it so it can be achievable in one quarter (short term)
9. Validate main point & encourage students to "sum up" their point so you'll have time for all (ex: Sounds like you've got a goal you want to achieve, we'll support you, and we look forward to hearing how you're doing but for now we have to move on to another student)
10. Explain that feedback to students from students is most beneficial when it is specific and about the goal, not just general comments.

Facilitators give feedback **AFTER** they've encouraged students to speak.

#### Student Feedback Expectations

1. Give feedback *directly to the other student*, not facilitators.
2. Comment on what student is doing effectively to achieve their goal.
3. Comment on what student can do to improve working on their goal.