

## **WATERSHED COUNCIL SELF-ASSESSMENT FACILITATION DIRECTIONS**

### **Purpose:**

The purpose of this facilitated session is to identify concerns related to organizational development and to identify actions to address concerns. It may be far more important for watershed council members to discover and develop concerns for themselves than for anyone outside the group to point them out.

### **Logistics:**

1. Facilitator should use OWEB materials and methods.
2. Meeting room should be of sufficient size for some break-out group work.
3. Flipcharts for recording discussions and wall notes.
4. Handouts: Additional checklists, blank action plan forms, scratch paper.

### **Setting the stage: What are we proud of? Why do we participate?:**

- ❖ Ask each person to jot down what they are most proud of achieving in their council.
- ❖ After a few minutes of reflection, go around the room one by one and ask them to share, noting responses on flip charts. These should be posted for reference.

### **Completing the check lists (members may complete prior to the meeting):**

- ❖ Pass out the forms, which are for discussion purposes and will not be collected.
- ❖ Ask the group to work quietly for 15 minutes and encourage them to note comments at the end of each section.

### **Identifying common concerns:**

- ❖ Break up into small groups of 2-4.
- ❖ Have each break-out group discuss their results section by section. Each group should come up with 2-3 common priority concerns for each section.
- ❖ When done, the group should list its high priority concerns for each section on one set of flipcharts posted on walls for the whole group:

MEMBERSHIP, PARTICIPATION & ACCOUNTABILITY  
DECISION-MAKING, MEETINGS & STAFF MANAGEMENT  
FISCAL & PROJECT MANAGEMENT  
WATERSHED PLANNING  
CITIZEN INVOLVEMENT & SUPPORT

- ❖ Try to leave or make room for the suggested actions to fit on the same flip charts.

### **Identify actions:**

- ❖ Reconvene the large group and distribute blank cards or post it notes.
- ❖ Council members will consider the concerns in each section and propose actions. Members work quietly for a couple minutes, then wander around and put cards/notes up on flip charts.
- ❖ FORM BREAK-OUT GROUPS around each section to group and compile proposed action items.
- ❖ Each group picks the top 2-3 proposed actions and works to polish them up. Groups may appoint task leaders (if possible).
- ❖ Break-out groups report back to large group

**Identify next steps:**

- ❖ Who will write up the action items? (Not the facilitator)
- ❖ How will group make sure they keep addressing these action items?

**Facilitator follow-up:**

The watershed council is responsible for writing up the results of the process. Once the documentation is complete, the facilitator signs off to verify their role in the process. The watershed council is then encouraged to include action items in their work plan and to share the results of the self-evaluation with local governments. A report to OWEB will follow, either when the self-evaluation process is complete, when the council submits their 2003-2005 council support application, or when the council submits their final grant report.