



## Facilitation Toolkits, Further Resources and References

To continue building facilitation skills and to support the networks you work with, the following resources are recommended:

### Agroforestry Networking Platforms:

Look up if there is a national or regional agroforestry network or community of practice you can join. For example, the Agroforestry Business Model Innovation Network ([AF4EU](#)), Agroforestry Innovation Network ([AFINET](#)) or any local Agroforestry Operational Groups (AIGs) established by projects, which have documents translated in all languages. These platforms often have newsletters, events, and forums where you can continue to share experiences with fellow facilitators and practitioners.

### Teagasc's Facilitation Skills Manual:

A manual focusing on group facilitation techniques in adult learning and extension settings. Offers tips on active listening, asking effective questions, and handling group energy. <https://teagasc.ie/publications/the-discussion-group-facilitators-handbook-php/>

### IFAD Community Engagement Toolkit:

A comprehensive toolkit by the International Fund for Agricultural Development on participatory community development, filled with practical methods for engaging rural groups. It covers everything from running effective meetings to inclusive decision-making in community projects (much of which applies to agroforestry networks). <https://www.ifad.org/targetingtoolkit/>

### FAO Stakeholder Analysis Guidelines (PDF):

A guide from the Food and Agriculture Organization on how to identify and analyse stakeholders. This is useful for planning multi-stakeholder initiatives – it provides templates for mapping stakeholders' interests and influence, which can inform your facilitation strategy to involve the right people. <https://www.fao.org/in-action/food-for-cities-programme/toolkit/define-the-crfs/stakeholder-mapping-analysis/fr/>

### Participatory Decision-Making Techniques:

A resource (e.g., *Sam Kaner's Facilitator's Guide to Participatory Decision-Making*) which details consensus-building tools and how to lead groups to sustainable agreements. It is a deeper dive into methods like multi-voting, dotmocracy, and consensus workshops, complementing what was practiced in Session 3.

### Digital Tools for Collaboration:

Many free or low-cost tools can aid your facilitation:

- WhatsApp/Telegram groups for farmer communities (easy sharing of photos and tips).
- Trello : <https://trello.com/> or Google Workspace <https://workspace.google.com/> for managing group tasks and documents in a project.
- Zoom, Teams, etc.. for virtual meetings if stakeholders are far apart.
- KoboToolbox <https://www.kobotoolbox.org/> or Google Forms for gathering feedback or ideas from network members between meetings.
- These tools can complement in-person facilitation by keeping people connected and organized between sessions. (Explore guides on using these for community facilitation – e.g., “Mobile Messaging for Extension Guide”).

By leveraging these resources and tools, you can continually improve your facilitation practice. Remember that effective facilitation is a journey of learning – each meeting you lead will teach you something new. Stay curious,



stay empathetic, and keep experimenting with participatory approaches. In doing so, you will not only strengthen your stakeholder groups and networks but also contribute to the broader movement making agroforestry a cornerstone of sustainable land use.

## References

Agroforestry Innovation Network (AFINET). (n.d.). *AFINET project: Knowledge transfer and networking for agroforestry in Europe*. Retrieved from <https://www.agroforestry.eu/afinet>

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Kaner, S., Lind, L., Toldi, C., Fisk, S., & Berger, D. (2014). *Facilitator's guide to participatory decision-making* (3rd ed.). Jossey-Bass.

Tuckman, B. W. (1965). Developmental sequence in small groups. *Psychological Bulletin*, 63(6), 384–399. <https://doi.org/10.1037/h0022100>

### OUTCOMES OF THE COURSE MODULE

- Strong facilitation and group management skills
- Tools to engage stakeholders and ensure inclusive participation
- Techniques to manage conflict and guide group processes
- Confidence to support multi-actor collaboration and innovation

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