

GUIDE
OF
GRAPHICAL
FACILITATION





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G.F. - Obrucna, Slovakia, 2015

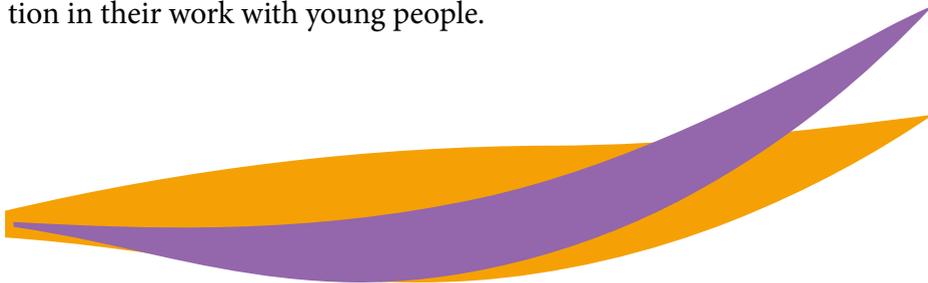
What is this Guide all about?

This guide was designed to provide you with the basics of how to use graphic facilitation to support a group's learning process. Graphic Facilitation is considered to be a thinking tool to help a groups to their learning process.

In this guide you can explore the techniques of graphic facilitation and learn how to utilise and apply it in youth work. You can look more closely at how to use graphic recording, how to apply graphic facilitation techniques in leading a process, how to build your own visual vocabulary.

Whom is this Guide addressed to?

This guide is written for any youth worker, educator, social worker or anyone interested to use graphic facilitation in leading a group's learning process. Moreover, the guide is addressed to those who want to improve understanding and confidence in how they can improve graphic facilitation in their work with young people.



About our project

“Graphical Facilitation” is KA1 Mobility of young people- Training Course project financed by European Commission under Erasmus+ programme with a duration of 11 months (03.08.2015 - 03.07.2016) aiming to develop practical abilities on how to apply graphic facilitation in the youth work of 48 youth workers inside 10 non-profit organizations from 10 countries: Bulgaria, Czech Republic, Germany, France, Italy, Macedonia, Poland, Romania, Slovakia and Lithuania.

This Guide was developed by 48 youth workers from the above mentioned countries during the implementation of the activities of the project, between 30.10.2015 – 08.11.2015 in Obrucna, Slovakia.

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What is Graphic Facilitation?

GF is a method of using images to lead a group or individuals towards a goal. We call this a visual process conducted by a graphic facilitator.

What is a graphic facilitator? A graphic facilitator assists learning and communication between groups and individuals.

What materials do they use?

Usually they use large wall size sheets of paper to capture and summarize the thinking of groups. Starting with markers, pencils, crayons, flipchart and colored pencils to poster board displays.

The human brain processes information visually and this is the reason why visual practitioners or graphic facilitators know how to extract the key messages and knowledge held within a group. Working graphically help people understand and SEE what they “mean” and how to transmit easily and efficiently what they have in mind. Therefore, the quality of communication in a group tends to increase saving time and money. Studies have shown that 65% of people are visual learners, visual data processes 60.000 times faster than text, the human brain immediately filters out 99% of data (http://en.wikipedia.org/wiki/Visual_thinking).



History of Graphical Facilitation

Some say that GF might be the oldest profession. Why? Think about telling stories and making pictures. Imagine that humans once they could stand straight and started making tools for hunting, they struggled about how to communicate strategies to the tribe during their journeys. They started drawing to transmit information on the cave wall. Nowadays, graphic facilitators are staying at the cave wall and capture the key messages of the tribe elders.

They transmit a complex message into a simpler form by drawing or by using symbols and pictures.

Reasons for using Graphic Facilitation

1. Faster and useful transfer of information
2. Clear understanding
3. Break language barrier
4. Make things more attractive
5. Useful for people who don't read or understand language
6. 1 picture worths 1000 words
7. Subliminal power
8. Images make sense in our mind
9. Visualize stories

Benefits of using GF

1. Increase clarity and comprehension
2. Useful for visual learners
3. Saves time and increases efficiency
4. Lower misunderstandings and helps resolve conflict
5. Collects information avoiding interruption
6. Understand the key points

Visual Vocabulary

Building your own visual vocabulary is a great start when you want to overcome your fear of drawing. How to build your own visual vocabulary? Put your ideas on paper and add each element you draw on your visual vocabulary. Sketch ideas and concepts and develop and practice icons and symbols for organising your vocabulary. Your V.V. is something that you want to build on over time.

Let's take a look at the tools that you can use to keep all of those visuals that you have in your mind. You can use post it notes, note cards or a dedicated notebook.

Practice the follow 7 basic elements to start your own vocabulary. The 1st basic element is: PEOPLE. In every drawing you need to show who is involved in the communication process. Create persons on every shape-like a star or using lines. The 2nd element is PLACE. Place shows how people orientate. Use signposts or labels. The 3rd element is PROCESS. Process show what happens. Use simple or double arrows. The 4rd element is SPEECH. Speech shows how process can be, what people are thinking and feeling. The 5rd element is TEXT. The 6rd element is COLOUR. Colour helps navigate the information we see. Use colour to emphasize something. The 7rd element is EFFECTS. With only a few lines you can add movement to objects, emotions and moods to people, contrast to people.



5. TEXT

- JANUARY
- FEBRUARY
- MARCH
- APRIL
- MAY

- BREAD
- MILK
- BUTTER

CAR
WOOD

HELPS DISPLAY INFORMATION

TITLE

BOX IT AFTER

TITLE
Heading 1.
Heading 2.

6. COLOUR

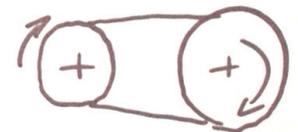
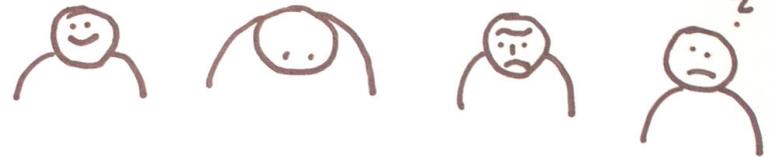
DARK COLOUR → TEXT

BRIGHT COLOUR ← HIGHLIGHTS

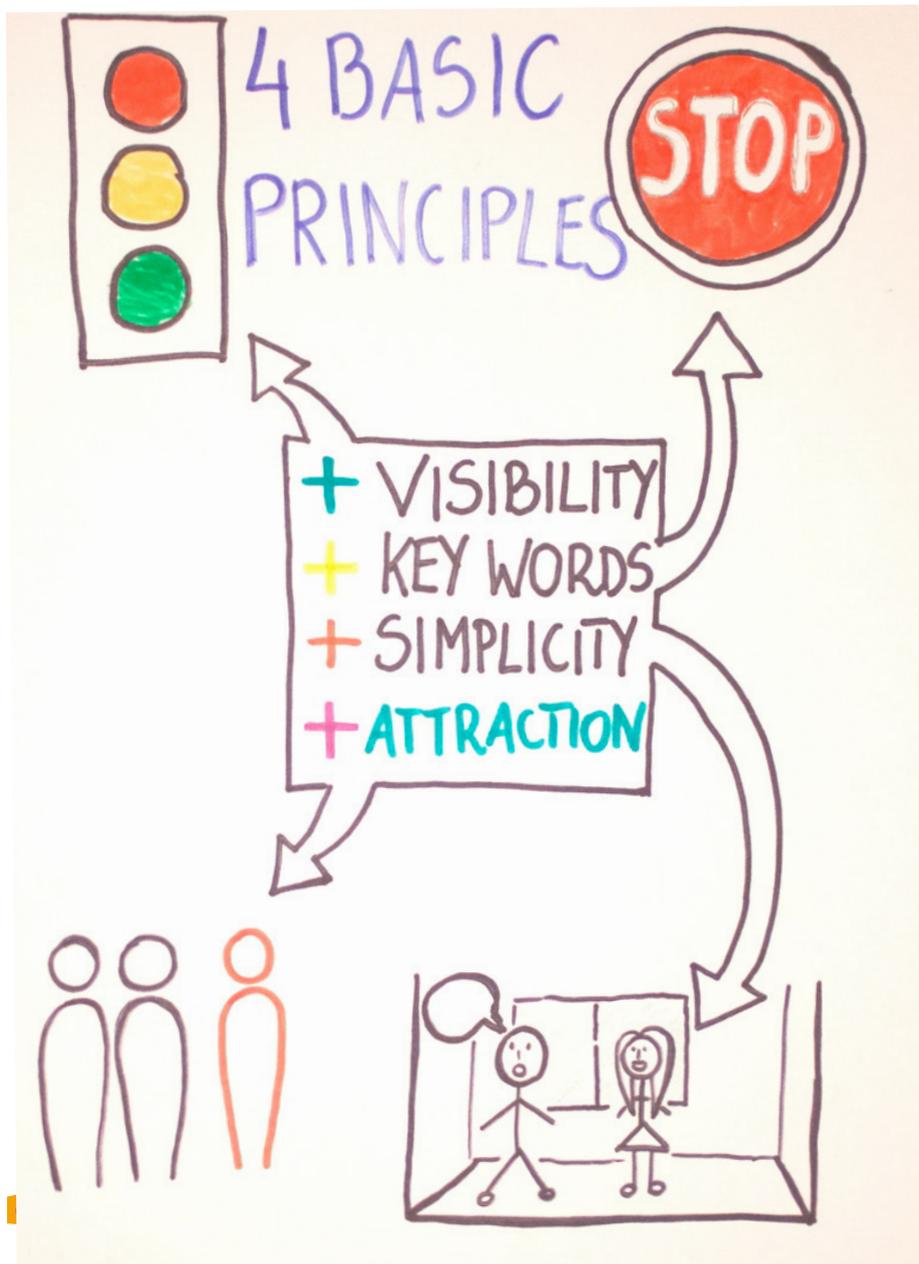
- EMPOWER MESSAGE
- MAKE DIFFERENCE
- ASSOCIATE COLOUR WITH SIGNIFICANCE



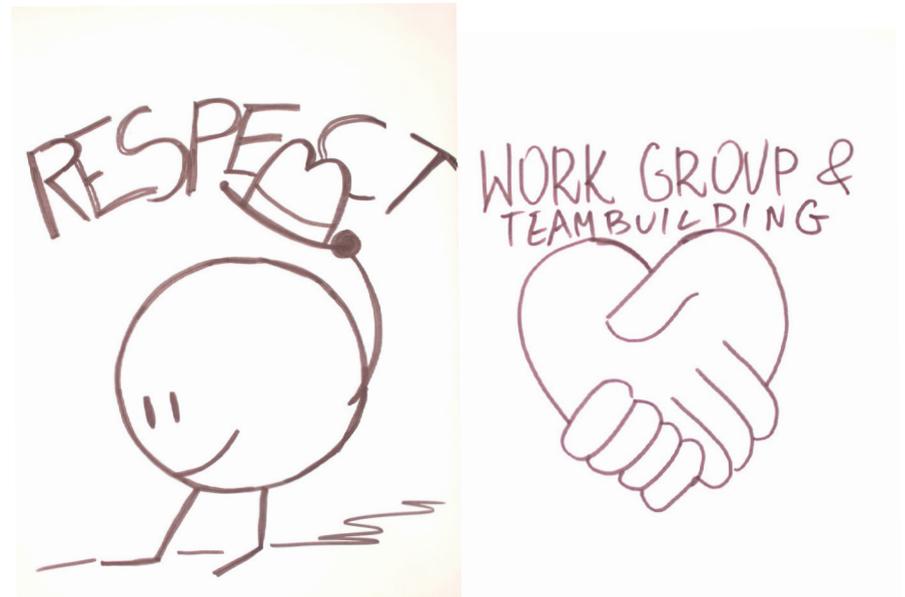
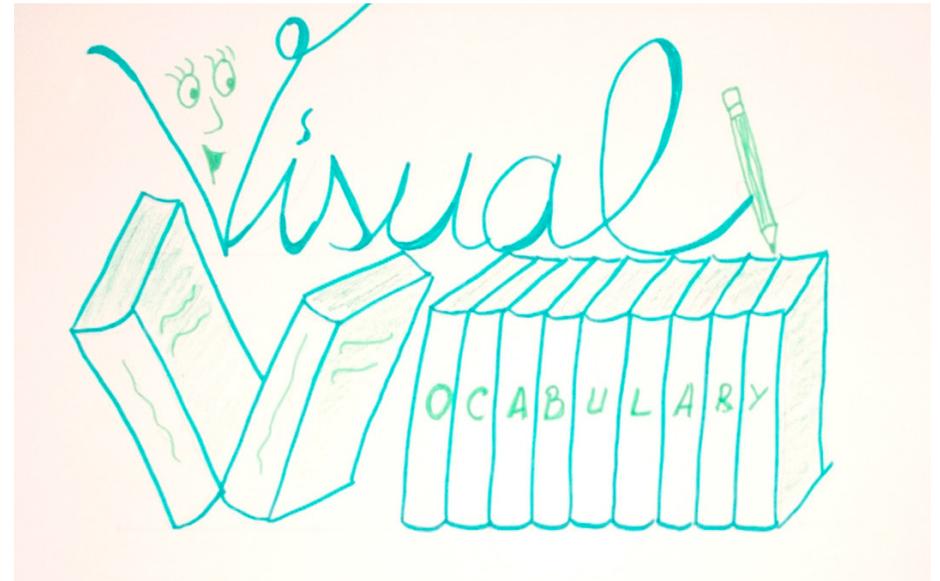
7. EFFECTS

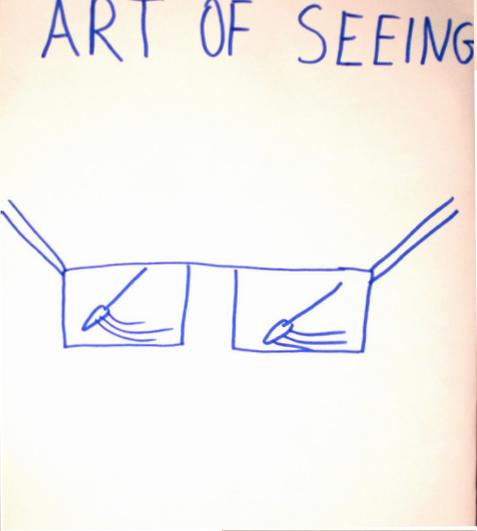
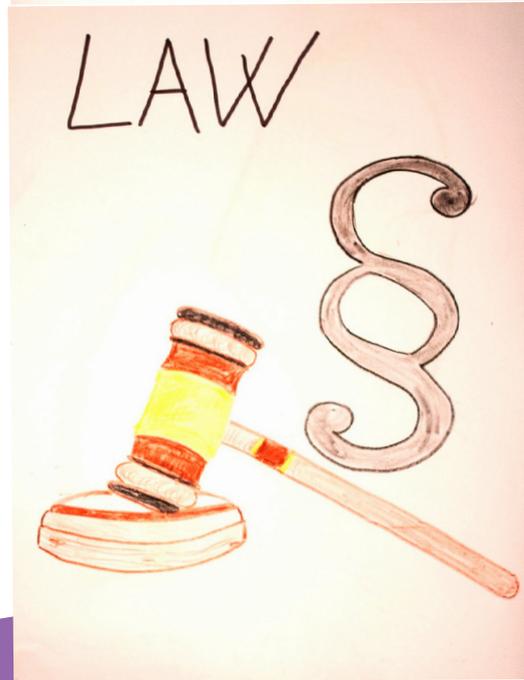
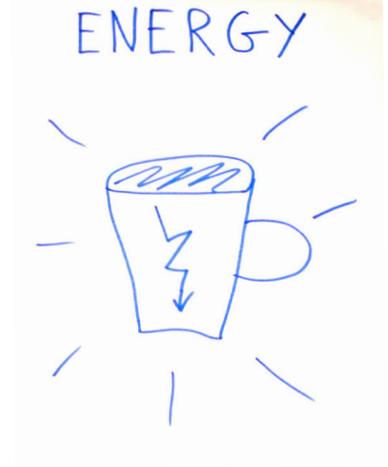
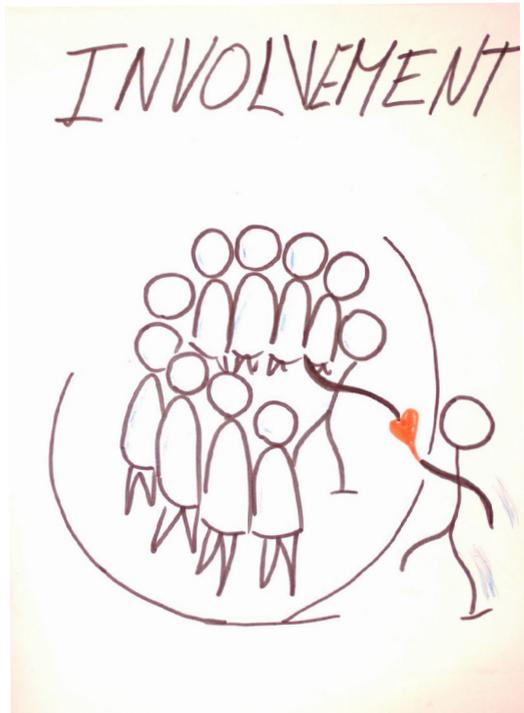


4 BASIC PRINCIPLES

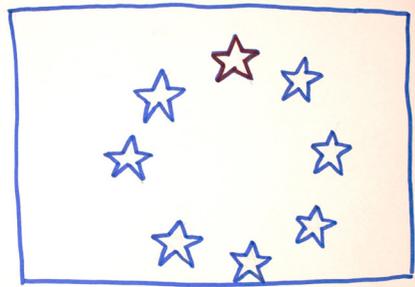


Our youth workers prepared some examples of concepts that can be represented graphically.



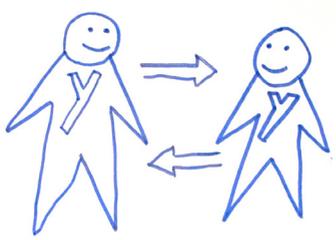


EUROPEAN UNION

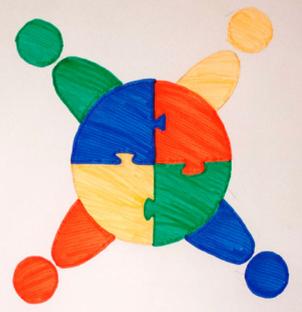


YOUTH DEVELOPMENT

YOUTH EXCHANGE

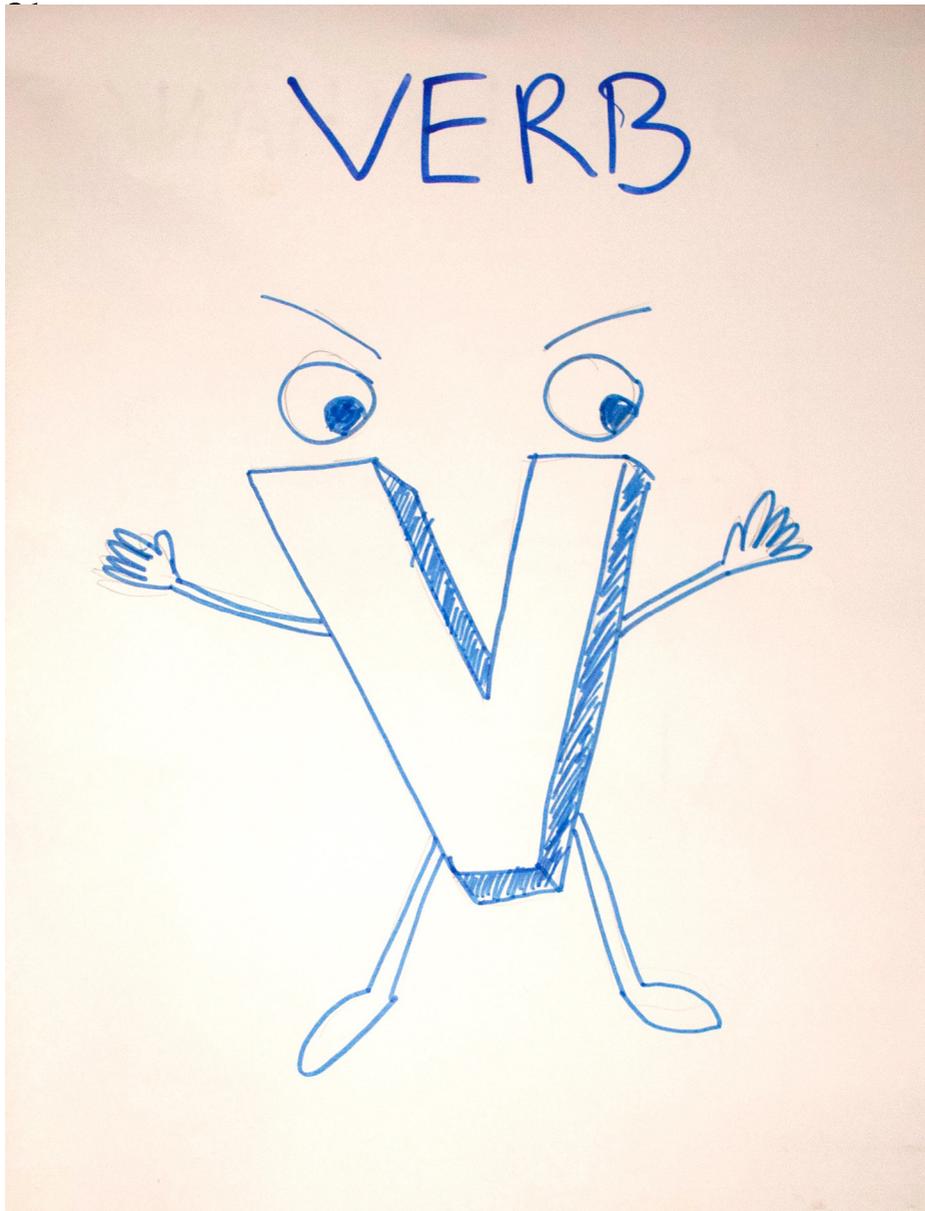


TEAMWORK



MULTI-CULTURALITY





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There are some methods to apply FG in preparing your projects. Use MIND MAPPS.

What is a Mind Map? A mind map is a diagram used for organising information.

What's the structure of a mind map? It is often created around a single concept- a drawing or an image at the center of the blank page. From that image emerge major ideas closely connected to it and other secondary ideas are branch out from these.

A mind map can be used whenever you need to organise ideas and thoughts. For example, any idea of a project requires some key building steps like: finding needs, aims, objectives, methods, implementation, evaluation). Try to build your ideas of designing a project using first a mind map.

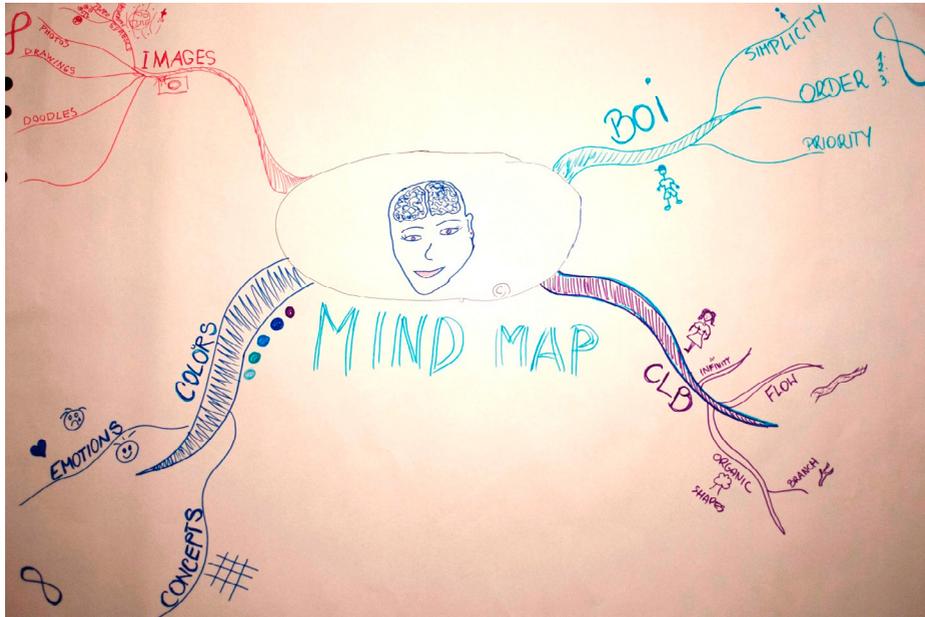
Starting from the middle with a specific word or sentence and then you start adding associated responses, words, pictures, concepts and ideas that come to your mind.

Materials:

- blank paper
- coloured pens and pencils
- your brain
- your imagination

Useful link: <http://www.tonybuzan.com/about/mind-mapping/>





7 steps to making a mind map:

- start in the centre of a blank page
- use a picture or drawing for your central idea
- use colors because it keep your attention more concentrated
- connect your main branches to the central image and connect your second and third level branches to the first and second levels
- make your branches curved, not straight-lined
- use only one key word per line
- use images throughout

Check out more on: <http://www.tonybuzan.com/about/mind-mapping/>

Another useful method in organising your events in a project is Story Boards.

It helps you formulate your ideas, connect them and tell a very clear story using the template that you choose.

Visual Time Line is a useful method if you want to create a visual map of your training plan or project. Just start by drawing a long road through a paper and draw the main parts of the training next to the road. Then add key words to each stop and use color to make it more attractive. You can use it to explain your participants about what your project/ training is going to be and what it is going to happen. Instead of explaining by using language, try to show them the drawing and their attention will be more focused on the message.

How to apply GF in delivering and documenting your work

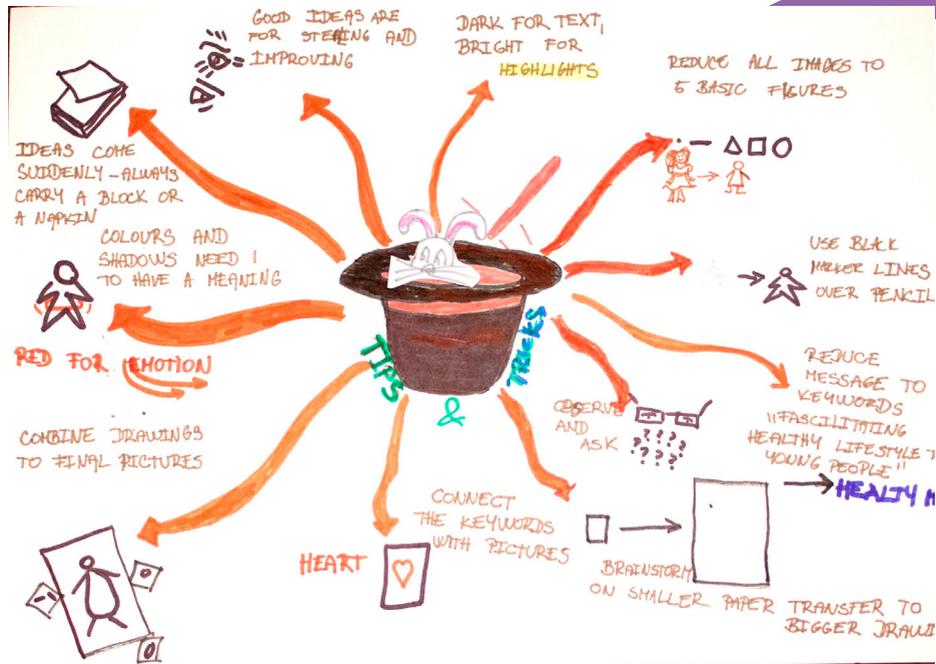
There are many opportunities in using visual methods in your work with the public.

Examples: represent visually the content of the theme of the project, the programme of the event, participants' thoughts, results of a working group, menu for the youth event, a map of the location, programme for the youth event.

What is Graphic Recording?

Graphic Recording is capture people's ideas and thoughts in images, words and color- as the speaker tells it on that moment. The graphic recorder listens and captures the essence of ideas and information on the spot in ways that help people see patterns and relationships. These ideas serves as initial summary. Therefore, you can record every step of the event. The final visual summary should reflect the pattern of the event. If the pattern was well structured, then the drawing should also have clear visualised blocks.

Why using GF. Everything in a single mind map.



Steps in Graphic Recording

When you decide to graphically record your training course, take into consideration the following steps:

- programme and content
- integration (be always in dialogue with the facilitator)
- paper size (choose big size papers that you can draw on by having it in front of you or on a small size paper on your lap)
- content (draw the key images and words)
- how (be quick with the drawings. Prepared visual vocabulary helps in this case. It's multitasking because you need to listen-think-draw simultaneously)
- participatory drawing (make a graphic snapshots together with someone else. You can share creativity)
- visibility (graphic drawings should be seen during breaks and other informal times).

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Graphic representation of our “Social Contract”- our rules established together during the *Graphical Facilitation* project in Slovakia.



Mind Map of the project idea *Healthy Me* proposed by the participants of Graphical Facilitation project in Slovakia.



Useful links

How to mind map

<http://www.tonybuzan.com/about/mind-mapping/>

<http://www.theworldcafe.com/wp-content/uploads/2015/07/graphic-Benefits.pdf>

<http://www.theworldcafe.com/key-concepts-resources/graphic-recording/>

GRAPHIC EXPRESS: First steps to graphic facilitation in youth work

The back of the napkin - Dan Roam

G.F. - Obrucna, Slovakia, 2015



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