



## Facilitation Guidelines and Responsibilities

### Facilitation Definition:

Guided session(s) in which a consultant specialized in workgroup communications, conflict management and resolution is brought into an organization or work group to mitigate conflict by engaging people to discuss possible options and outcomes, work towards building a consensus, and develop a plan of action.

### Requests for Facilitations:

- Members must contact WCIA Member Services Coordinator, Maria Orozco at [mariao@wciapool.org](mailto:mariao@wciapool.org) by **October 1, 2019** to receive approval for reimbursement for facilitation.
- Failure to notify Maria Orozco by **October 1, 2019** will result in reimbursement denial.
- **Note:** *Your entity's assigned WCIA Delegate has oversight on the distribution of the funding for facilitations. With this in mind, the requesting individual will need to confer with their entity's assigned WCIA Delegate first to receive permission for scheduling.*

### Suggested Consultants who specialize in facilitations: Please view their websites for more information or follow up directly with the facilitator.

1. Agreement Dynamics, Inc. Contact: Rhonda Hilyer, Phone: 206-546-8048, Email: [HQ@agreementdynamics.com](mailto:HQ@agreementdynamics.com)  
Website: [www.agreementdynamics.com](http://www.agreementdynamics.com)
2. Conflict Management Strategies Inc., Carol Bowser, Phone: (253) 219-5532, Email: [CB@managingconflict.com](mailto:CB@managingconflict.com), Website: <http://www.managingconflict.com/>
3. Janelle Tarasewicz, email: [tarasewicz@gmail.com](mailto:tarasewicz@gmail.com) and cell phone: 626-488-8719
4. Joe Vansyckle, Consultant Organizational Learning & Change J. Alton Group,  
Website: [www.jaltongroup.com](http://www.jaltongroup.com), email: [joe@jaltongroup.com](mailto:joe@jaltongroup.com) and phone: 360-742-4033
5. Nash Consulting, Website: <https://www.nashconsulting.com>
6. Sound Employment Solutions LLC. Contact: Janet May or Janice Corbin. Phone: 206-334-5003 (Janice) or 206-334-5004 (Janet). Email: [sescorbine@msn.com](mailto:sescorbine@msn.com) (Janice) or [sesjmay@msn.com](mailto:sesjmay@msn.com) (Janet), Website: <http://www.soundemploymentsolutions.com/>

### Member's Responsibilities:

- Member can determine which facilitator to select from the suggestions listed above. The Member is responsible for following up with the selected facilitator and setting up the session. The Member is responsible for coordinating all details with Facilitator including audio/visual needs, copying of materials, and other requirements as indicated by Facilitator.
- Member may provide refreshments for the training at their discretion. WCIA will **not** reimburse or cover any expenses related to refreshments.
- Facilitator will send invoice to Member directly for payment. After Member has paid facilitator, Member can then submit to WCIA Member Services for reimbursement via WCIA's website. (Instructions provided below). If you have any questions, please contact Member Services Coordinator, Maria Orozco at [mariao@wciapool.org](mailto:mariao@wciapool.org) or 206-687-7895.

### WCIA Reimbursement:

WCIA will reimburse the Member for 50 percent of the fee, maximum \$2000. WCIA's annual contributions for facilitations for a Member will **not** exceed \$2000 per facilitation. Maximum of **two** facilitations allowed annually for a Member. The Facilitation program is separate from the Exclusive training program.



### Member Reimbursement

- Reimbursement requests need to be submitted via WCIA's website. [www.wciapool.org](http://www.wciapool.org)
- Login with your **User Name (email address) and Password.**
- Place curser over **Training and Education**, next click **Training Reimbursements.**
- All available eligible programs are listed in alphabetical order. Click on **Facilitation Program.**
- On the box that opens up, click **Request Reimbursement.**
- Complete all the required fields and attach required documentation in the box that appears. **Note:** Required documentation must include a copy of the invoice.
- Next click **Submit.**

**Note:** All 2019 reimbursement submittals are due by **December 13, 2019.** Failure to meet deadline will result in denial of reimbursement.