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 by October 1, 2020 to receive approval for reimbursement for facilitation.
- Failure to notify Maria Orozco by October 1, 2020 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
   Website: www.agreementdynamics.com
2. Conflict Management Strategies Inc., Carol Bowser, Phone: (253) 219-5532, Email: CB@managingconflict.com, Website: http://www.managingconflict.com/
3. Janelle Tarasewicz, Principal Consultant at Aperture EQ, email: janelle@apertureeq.com and cell phone: 626-488-8719, website: www.ApertureEQ.com
4. Nash Consulting, Website: https://www.nashconsulting.com
5. Sound Employment Solutions LLC. Contact: Janet May or Janice Corbin. Phone: 206-334-5003 (Janice) or 206-334-5004 (Janet). Email: sescorbine@msn.com (Janice) or 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 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
- 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**.
- **Members are required to submit their reimbursement submittal upon program completion.** We ask members to submit reimbursement within 30 days of the actual reimbursable event or invoice date.

**Note**: All 2020 reimbursement submittals are due by **December 11, 2020**. Submittals received after **December 11, 2020** will be denied.