



International Atomic Energy Agency

RTC Subgroup Exercise Techniques

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Outline

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Learning Objectives

After this presentation, you should be able to:

- Explain the purpose and significance of subgroups
- Discuss the role that a subgroup instructor has at RTC
- Describe the RTC subgroup process
- Discuss the 3 RTC facilitation techniques



RTC Process

- **Presentations:** Present concepts and techniques
- **Subgroups:** Use concepts and techniques presented during lecture
 - Hypothetical Facility
- **Final Exercise:** Work through entire DEPO process, using all concepts and techniques covered during course
 - Hypothetical Facility



Purpose of Subgroups

- Subgroups involve visual, auditory, and tactile learning.
- Subgroups give participants experiences that emphasize the methods and techniques taught during the lectures
“What we have to learn to do, we learn by doing” -Aristotle
- Subgroups share professional experiences related to each topic



Subgroup Instructors

“The best way to learn something, is to teach it to someone else.” -Anonymous

- The role of a subgroup instructor is to facilitate subgroup exercises
 - **Facilitator:** A facilitator serves as a coordinator and organizer of the subgroup, and ensures everyone is participating and staying on task. Facilitators clarify issues, focus discussions, bring out viewpoints, and synthesize differences.



Subgroup Process

- At the beginning, the subgroup will rely heavily on the subgroup instructor
- As the subgroup comfort level increases, they will become more independent
- By the final exercise, the subgroup instructor should act as a consultant, instead of a leader.



Subgroup Instructor Preparation

- **Prepare by working through all exercises yourself (you should experience it before participants do).**
- **This will allow you to identify areas that need to be emphasized and/or clarified**
- **Review the exercise the evening before, to refresh your memory**
- **Ensure that all necessary training aids and supplies are available for participant use**



Subgroup Instructors Should:

- **Build a strong bond with your group, motivate and empower them!**
- **Direct subgroup activities, recognizing that as the group gains cohesion you should be more of an observer than a leader.**
- **Ensure appropriate training aids and supplies are available for participants**
 - **Markers**
 - **Flipcharts**
 - **Posters of important facility drawings**
 - **Computers for software (if necessary)**



Subgroup Instructors Should:

- **Manage the group process:** Observe group occurrences and trends, work with the group to ensure that they are completing the necessary tasks and that everyone is participating.
- **Most groups will go through the 5 stages of group development:**
 - forming
 - storming
 - norming
 - performing
 - adjourning



Subgroup Instructors Should NOT:

- Complete the exercises for the subgroup
- Allow one person to dominate the group and do all of the work



Facilitation Techniques

- Identify ground rules
- Give specific instructions
- Focus the subgroup



Identify Ground Rules

- **As a group, take 5 or 10 minutes, and determine the rules that the group will follow**
 - Allows group to work together and feel ownership of their rules
- **These should not be lengthy (3-7 rules)**
- **Examples:**
 - Be on time
 - Be respectful of others
 - Everyone contributes based on their knowledge and experience



Give Specific Instructions

- Before the subgroup begins, have times planned for each exercise
- Verbally explain that task
- Tell subgroup how long they have to do the task
- Tell subgroup what you expect them to do at the end of the task



Focus the Subgroup

- Stay on time (start, return from breaks, etc.)
- Assign roles/responsibilities when appropriate
- Keep group on track (don't allow them to waste their time)
 - Ask strategic questions to redirect if they are off track
- Manage conflict



Final Exercise

- **2nd time through DEPO Process**
- **Hypothetical facility (same)**
- **Subgroup team process**
- **Final presentation**
 - **Allotted time**
 - **Everyone presents a part**
 - **Presentation rehearsed with subgroup instructor**



Summary

- **Subgroups are the most important component of an RTC because they allow participants to experience concepts that are taught during the course**
- **The subgroup instructor should facilitate the subgroup through the exercises**
- **The subgroup instructor should become less important as the group progresses in the RTC process**
- **3 RTC facilitation techniques**
 - Identify ground rules
 - Give specific instructions
 - Focus the subgroup

