



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

