Unit – 4 Facilitation

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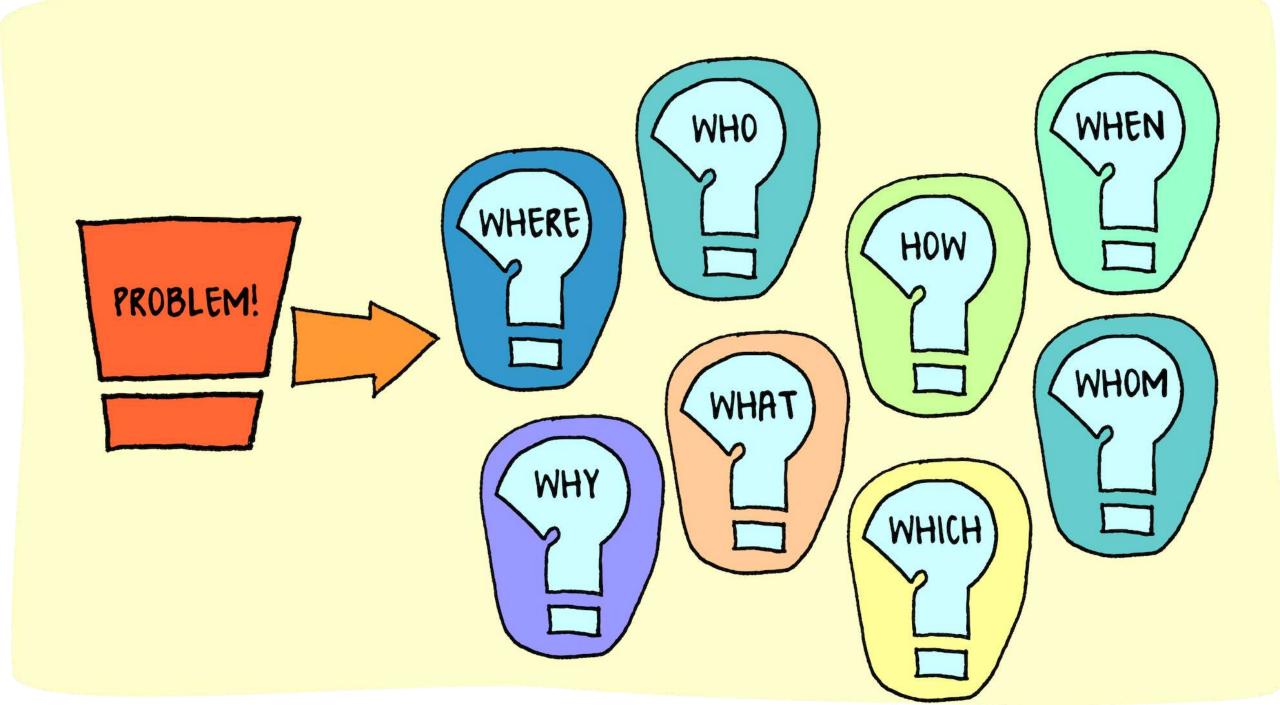
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Knowledge of skills and techniques for effective problem solving

- Problem solving is the act of defining a problem; determining the cause of the problem; identifying, prioritizing, and selecting alternatives for a solution; and implementing a solution.
- Problem-solving starts with identifying the issue. For example, a teacher might need to figure out how to improve student performance on a writing proficiency test.
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- To do that, the teacher will review the writing tests looking for areas of improvement. They might see that students can construct simple sentences, but they're struggling with writing paragraphs and organizing those paragraphs into an essay.
- To solve the problem, the teacher would work with students on how and when to write compound sentences, how to write paragraphs, and ways to organize an essay.
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THE FIVE PRIMARY STEPS IN PROBLEM SOLVING



Problemsolving skills include

- 1. Active listening
- 2. Analysis
- 3. Research
- 4. Creativity
- 5. Communication
- 6. Dependability
- 7. Decision making
- 8. Team-building
- 9. Risk Management

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Recordings in Group Work

- Recordings play an important role in social work. The social work recording is grounded in values, principles and ethics of social work profession.
- The process of recording involves writing down the work, noting the progress people make towards their desired outcomes of the practice, viewpoints of the stakeholders, analysis and assessment; and the life history of the person and its interpretation.
- Social work recording has long been recognized as a dynamic component of professional and competent practice in micro, mezzo and macro settings.

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- It is the record writing process which narrates step by step development of groups, as recorded by face-to-face learners.
- It is an account accurate, honest and thoughtful of the various social processes that are occurring in the group, session by session.
- It is a tool for learning to the professional group worker, for understanding the growth of the group and a tool for the supervisory process.

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Importance of Record in Group work

- Documentation of social work activity
- Continuity or Service
- Funder's requirements
- Statistical reporting
- Supervisory review
- Organising the worker's thoughts
- Inter disciplinary communication
- Teaching
- Research
- Therapeutic tool
- Accountability for all co-workers, agency and community
- Recordings can be used for in-service training
- Recordings are used to convey to the board members

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Principles of Recordings in Group Work

- The Principle of Selection
- The Principle of Readability
- The Principle of Confidentiality
- Worker Acceptance
- Flexibility

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Types of recording

- Process Recording
- Summary Recording
- Diagnostic Summary
- Goal Oriented Recording

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- UÀÄj ¤zsÀðjvÀ zÁR°PÀgÀt