



SKILL SETS FOR HIRING A FACILITATOR/PROCESS CONSULTANT

KNOWLEDGE

- ✓ Mastery of group dynamics, collaboration, and consensus building theories and practices;
- ✓ Understanding of project context (i.e., public policy) and processes and the role of different groups in agenda setting, advocacy, and problem solving;
- ✓ Demonstrated experience in facilitation and process design; and
- ✓ Ability to quickly master subject matter knowledge relevant to project.

SKILLS

- ✓ Excellent organizational and analytical skills;
- ✓ Excellent interpersonal and communication skills—with an ability to lead groups with confidence and composure;
- ✓ Excellent writing and editing skills;
- ✓ Proficiency with databases, spreadsheets, online tools, and social media;
- ✓ Ability to balance many projects and priorities simultaneously;
- ✓ Ability to take initiative and lead projects ethically, on scope, and budget with attention to highest quality and detail;
- ✓ Demonstrated grasp of dispute resolution concepts;
- ✓ Ability to see all sides of a topic and stay neutral;
- ✓ Ability to listen actively;
- ✓ Ability to sequence group discussions and activities;
- ✓ Ability to translate positions to interests;
- ✓ Ability to routinely develop agreements and solve problems;
- ✓ Demonstrated facilitation skills able to lead diverse groups to identify issues/concerns, develop solutions, or achieve group objectives;
- ✓ Excellent strategic and planning skills;
- ✓ Effective oral and written communication and analytical skills; and
- ✓ A demonstrated capacity to articulate a project case to conveners—both orally and in written materials.

EXPERIENCE

- ✓ A minimum of ten years documented experience as lead facilitator;
- ✓ Serving as lead on a minimum of 20 cases/projects (responsible for client relations, assessment, process design, facilitation and reporting);
- ✓ Reference letters from key stakeholders on a project; and
- ✓ Roster membership with the U.S. Institute for Environmental Conflict Resolution (USIECR) and/or the U.S. Environmental Protection Agency (EPA) provides documented experience.