

TMI Portfolio



TMI Consulting, Inc. has been cultivating inclusion within companies and communities around the world for over a decade. Our latest evolution includes a wider brand scope under the new banner, TMI Portfolio. TMI Portfolio is a collection of socially responsible and interconnected companies working to advance more culturally inclusive and equitable workforces.

TMI Portfolio's companies represent a unified effort to provide diversity, equity, and inclusion services to a variety of sectors. Our services now include hands-on, human interventions, consulting, and interactive digital solutions. We know no two organizations are the same, which is why we have expanded our business to support a variety of circumstances and needs. Our expanded suite of businesses gives us the agility to tailor our interventions to accommodate the needs and scale of any organization.

Our Companies



TMI Consulting, Inc. specializes in creating inclusive communities. We believe that diversity, human equity, and cultural competence help optimize organizational development. Our team of consultants, trainers, coaches and facilitators have years of adult learning experience—combining the latest learning principles with our instructional design and delivery.



Loom Technologies was created to provide technology-based solutions designed to support, improve, and grow socially responsible and inclusive organizations.

We recognized the increased need to support our clients with digitally based solutions. Our flagship product, Loom the Culture Map™ is specifically designed to support organizations from within and help them build the culture they aspire to create.



Classification

Independent Contractor

Salary Grade/Level/Family/Range

Hourly rate based on experience

Reports to

CEO and Founder

Job Description Posting Date

December 10, 2018

Position

Lead Facilitator

Background

TMI Consulting Inc. is growing and looking to expand our pipeline of strong Diversity and Inclusion and Learning Development facilitators for our upcoming 2019 projects.

Position Summary & Objective

A Lead Facilitator develops and conducts diversity and inclusion training and is able to facilitate hard conversations--keeping meetings and trainings focused on the subject of discussion, and/or addressing the challenge at hand. Lead Facilitators must be able to lead participants to consider the broader context of the issues; provide a neutral perspective and manage the process; move meetings and trainings along in a timely manner; help the group achieve useful learning outcomes; and give the group a sense of accomplishment.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and printers/scanners.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to sort, select or distribute; and reach with hands and arms. The job requires long periods of standing while teaching a class.

Position Type/Expected Hours of Work

This is an Independent Contractor position. Days and hours of work will vary.

Travel

Some travel is expected for this position.

Required Education and Experience

4+ years of facilitation experience.



Preferred Education and Experience

- A bachelor's degree. Master's degree preferred.
- Certified Professional in Learning and Performance (CPLP) credential.

Competencies

- Business acumen
- Communication
- Global & Cultural Awareness
- Relationship Management

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Key Responsibilities

- Helping group members use the same tool at the same time on the same problem to accomplish its goals or outcomes. Sometimes this involvement means helping the group change directions and redefine its goals and desired outcomes.
- Helping the group clarify its goals or desired outcomes.
- Connect with a variety of people, at all levels of an organization, and across all demographics.
- Read a room and adapt facilitation style given the needs of the participants/audience.
- Creative with the ability to contribute to the process of generating and revising training content.
- Suggests methods and procedures to ensure win/win solutions.
- Protects all members of the group from attack .
- Makes sure that everyone has the opportunity to participate.
- Periodically summarizes the group consensus on issues to validate and clarify the progress of the discussion.
- Has experience with client and project management.

Key Skills:

- **Communication:** Communication skills are critical for a facilitator. How you communicate, aside from the substance of the event, can make a difference in gaining support and moving things along efficiently and effectively. Some skill points for communicating include the following:
 - **Active listening:** Be genuinely interested in other people's thoughts and feelings. Listen intently. Make eye contact.



- **Modeling:** Practice behavior that you want reflected back to you. Try to be non-judgmental. Watch your nonverbal messages; remember to have some fun.
- **Summarizing:** Use paraphrasing as a method of clarifying. Check your perceptions with the group. For example: *"Please correct me if I'm wrong, but I think Bob and Carmen's comments summarized our last 10 minutes quite well by stating..."*. It is very important to summarize at the end of key parts of the agenda and at the end of meetings.
- **Focusing attention and pacing:** Keep the group on the topic and focused, using care to limit or reduce repetition. This is one of the facilitator's primary responsibilities. Stay on track!
- **Waiting or Silence:** Remember that sometimes the hardest thing to do is nothing.
- **Scanning & Observing:** Nurture full participation from the group. Watch nonverbal cues in the form of body movement, facial expression, and gesture (may indicate loss of attention, confusion, or discontent) – take a break, change the pace, change the topic, etc.
- **Inclusion:** Make sure everyone has an equal opportunity to participate. Encourage those who have been silent to comment. For example, say in a humorous way: "I'm being rated by my client on the degree to which I get everyone to talk!"

