

FACILITATION GUIDE

Some helpful tips for good facilitation:

- *Hold boundaries* - set out time boundaries, the number of questions you will take, etc. and stick to them to create a safe and consistent space for participants
- *Take risks* – at the same time, take risks in asking difficult questions or pointing out developing group dynamics.
- *Be transparent* – be open with the group about why you’re doing particular activities, or that you’re experimenting with something new - this makes you more part of the group and helps them learn about facilitation as well.
- *Listen for emotions* – try to read the group’s emotions and reactions, and try to see what is not being said, or who is not speaking – try to bring those out through good questions.
- *Have clear goals* – know what you want out of a particular session.
- *Reflect and summarize* - your job as facilitator is often to take, generalize, and summarize what participants are saying about a topic to help the conversation arrive at a good conclusion.
- *Ask good questions* - some examples to get more clarification or go deeper, or to guide the conversation back to the topic at hand:
 - Can you give me an example of that?
 - Can you say more about that?
 - How did you get to that conclusion?
 - How do you see that relating to [whatever topic you’re covering]?
 - What do you think a solution to that could be?
 - Have you experienced something like that before? What was it?