



'SIMPLY FACILITATING' TIP SHEET



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| <p>Facilitating isn't the same as lecturing, presenting or training. It's getting out of the way of the group and letting them get the outcome.</p> | <p>You aren't there to lead. You're there to set up the environment so people can figure it out for themselves.</p> | <p>A good facilitator: cares about the people; wants to help; puts their ego aside.</p> |
| <p>Three things, beyond the topic, you'll need a good knowledge of before you enter the room: the objective of the meeting; the participants who will be involved; and the environment and equipment at your disposal.</p> | <p>Don't be too brief with your briefs! The participants and contributors need to know the context, objective, the agenda, the speakers, the themes and expectations.... in brief ;)</p> | <p>The setup can make or break the meeting. Your opening words needs to Inform, Excite, Empower and Involve.</p> |
| <p>Agree on your definition of consensus. A useful one is "I can live with it and I will support it".</p> | <p>Pacing out objections up front can save a world of pain and distraction later.</p> | <p>How you phrase a question to the group will determine the quality of the discussion. "What do you think the problems are?" will generate a different discussion to "what do you think the top 3 problems are?" or "if you could wave your magic wand, what is the one thing you would change?"</p> |
| <p>Keep a record of: decisions made; actions assigned; outstanding issues; and key commentary.</p> | <p>The flow of a meeting has womanly curves. It's your job as facilitator to know when to broaden the discussion and narrow it in. When to expand into green fields and when to focus in on outcomes and actions.</p> | <p>If you let the dominators dominate, you'll lose the engagement, trust and valuable input from others. Managing the vocal, and drawing out the quieter personalities, are MUST HAVE skills for any facilitator.</p> |

