Meeting Facilitation Tips

Setup/Introduction

* AUDIENCE/WHO WE ARE
* WHAT SEGMENTS AND STEPS YOU ARE FACILITATING
* WHAT PRECEDES THIS/ WHAT FOLLOWS
* SKILLS YOU WANT TO FOCUS ON
* TAKE A FEW DEEP BREATHS
* BEGIN!

Introductions

* BE CONCISE
* HIGH-ENERGY
* CREATE VALUE FOR THE CONTENT AND EXPERIENCES PARTICIPANTS ARE ABOUT TO HAVE
* BUILD CREDIBILITY BY LINKING:
  + YOUR EXPERIENCE, LEADERSHIP/CHANGE AGENT ROLES AND RELEVANT ORGANIZATIONAL EXPERIENCE
  + YOUR EXPERTISE AND CAPABILITY TO THE CHALLENGES THAT THE PARTICIPANTS HAVE
* USE LANGUAGE AND REFERENCES APPROPRIATE TO THE CLIENT AND CULTURE
* IF NEW, DO NOT SHARE THAT ITS YOUR FIRST (OR FIRST FEW) TIMES DELIVERING THE CONTENT

Set Ground Rules & Expectations

* PARTICIPATE ACTIVELY
* BE OPEN AND HONEST AT ALL TIMES
* STRETCH YOURSELF AND OTHERS
* CHALLENGE CONSTRUCTIVELY
* HELP EACH OTHER LEARN
* MAINTAIN SELF ESTEEM
* RESPECT TIME
* HAVE FUN!

Present vs. Facilitate

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| **PRESENT** | **FACILITATE** |
| TELL/PRESENT DATA | ASK QUESTIONS |
| SHOW | ENCOURAGE THINKING |
| EXPLAIN CONCEPTS | INVITE EXAMPLES |
| OFFER DIRECTION | DRAW ANSWERS FROM THE GROUP |
|  | STRESS APPLICATION TO PARTICIPANTS’ REAL WORLD |
|  | CONSISTENTLY LINK THE LEARNING |

Facilitation No-No’s

* LACK OF ENTHUSIASM
* LOW ENERGY
* CYNICISM (HAVE TO’S)
* PONTIFICATING
* MONOTONE
* UNPREPARED
* LACK OF CLARITY
* INFLEXIBLE
* FAKE ENTHUSIASM (INSINCERITY)