

BEING A GOOD FACILITATOR

WHEN A GROUP MEMBER OR MEMBERS...	...GOOD FACILITATORS...
...do not contribute or are hesitant to contribute to the discussion	...don't put people on the spot or 'force' participation. Suggest or provide opportunities for talking in pairs, threes, or small groups for periods of time.
...dominate the conversation	...ask the rest of the group for ideas or comments. Acknowledge the person's contributions and invite others to respond.
...make vague statements	...ask for clarification, examples, or illustrations of points. Encourage rephrasing and summarizing, asking "Is this an example of what you mean?" or similar questions.
...become tense, repetitive	...reframe the point the person is making to be sure they feel heard. If needed, acknowledge strong feelings, and revisit the group agreements about how to discuss through disagreement.
...seem to have said all they have to say	...ask for group consensus. If none, summarize what has been said and encourage the group to narrow their choices.
...go off topic	...ask for summaries of what's been said so far and ask what more needs to be discussed.
...goof around	...call for a stretch break; move on.
...are not participating	...break into small groups, pairs, etc., with clear discussion questions.

