

Growing Your Facilitation Skills

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1. Get clear on your _____

You're there to _____ for a group to _____,
more _____ than they could otherwise manage _____

2. Deal with your own _____

3. Have a _____

4. Work from _____

5. _____ strong

6. Use _____ tools

7. Give clear _____

8. _____ & _____

9. _____ strong (but don't _____)

Meeting Planning Worksheet

Meeting Name:

Participants:

Purpose:

What decision are you trying to make with this meeting?

What data do you need to make that decision? Who has what parts of that data?

Introduction:

How can you make it all visible?

How can you make each part interactive?

Activity Instructions Checklist

When planning instructions for an activity in a class, meeting, or other facilitated session, consider the following...

- Explain why you're doing the exercise
- Give space to listen before they start ("In just a moment...")
- Use inviting language ("...I'll invite you to...")
- Specify how long they'll have
- Specify whether to stay where they are or where to move to
- Specify where to write ("capture your items on the yellow stickies using the Sharpies, one item per sticky note")
- Specify whether to talk or not and with whom
- Avoid describing what not to do—people will often remember the behavior you describe without remembering they weren't supposed to do it
- Give just enough instruction to proceed (chunk instructions throughout the activity, if possible)
- Check for understanding ("What questions do you have?" vs. "Any questions before we start?")
- Finish your instructions strong; don't just trail off ("Ok, go!" "Two minutes, starting now.")

Examples...

"To make sure we deal with the most important issues, we're going to collect a list of facilitation challenges. In a moment, I'll invite you to capture 2 or 3 of your biggest facilitation challenges. Write on the yellow sticky notes with a Sharpie, one challenge per sticky. I'll give you two minutes to think and write on your own, and then we'll share. Ready? Go."

"We're going to dig into the Lean Disciplines and what they might mean for your team. For this exercise, you'll form a group around the discipline you're most interested in. When I'm done explaining the activity, you can choose the discipline you want to discuss and move to that poster. Each group needs at least 3 people, so please have a second choice in mind in case your group is big and we need more people at another discipline. You'll have 10 minutes to discuss the questions on page 13 of your workbook and to capture the highlights of your discussion on your poster. Before we start, what questions do you have? [...] Ok, ten minutes, starting now."