Facilitator Tips

What is facilitation?
Facilitation is making things easier and includes:
- Supporting the curriculum through discussion and activities.
- Creating connections of shared information and experiences.
- Helping participants get good information and affirmation.
- Providing focus and direction.
- Appropriately challenging and questioning participants.

Effective Facilitation
Effective facilitation requires that facilitators are:
- Natural and genuine.
- Interested in all participants.
- Engaged in a series of conversations with a variety of participants.
- Clear and non-judgmental in their communication.
- Flexible and able to adapt to different situations.
- Focused on the participant’s experiences and struggles.
- Developing appropriate relationships with participants and facilitators.

Facilitator Tips
- **Be prepared.** Know and review the information and activities you are leading completely prior to the session.
- **Focus on the process, not the content.** Allow participants time and opportunity to discover important learning points for themselves, don’t automatically give away all the answers.
- **Don’t dominate the discussion.** Don’t feel responsible to respond or comment on each idea or question they discuss. You are not the focus of the session. The participants should drive the process, you just make sure they stay on track and focus and stick to the schedule.
- **Don’t be afraid of silence.** Give them time to think about the questions you ask and respond. They may be hesitant when you first start but don’t rescue any of them by answering the questions for them. Make eye contact with participants and walk around to encourage discussions. You may need to repeat questions.
- **Practice active listening.** As someone is speaking show your interest through your body language and facial expressions. Maintain good eye contact and nod your head to let participants know they are being heard.
- **Deal quickly and assertively with disrupters.** Don’t let them control the group or dominate discussion. Avoid arguments with disruptive people but don’t be afraid to address it after the session is over.
- **Turn questions back to the group.** If participants ask questions deflect them back to the group and see what they think. Be sure to answer questions yourself eventually.

Remember
FISH Philosophy
- Be There
- Make Their Day
- Choose Your Attitude
- Have Fun!!

If you have any questions or issues that day call my cell phone, 804-370-3727. Thanks for your help! 😊