

Facilitation Tips



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Planning your session

- Plan your sessions carefully and be clear about the sequence of activities - balance serious exploration with more active sessions
- Plan more engaging activities at low energy moments of the day (e.g. after lunch)
- Be clear about roles and responsibilities
- Arrange for all materials needed during the workshop
- Be clear how the workshop is going to be documented
- Be prepared

Opening and welcome

- Be confident and flexible at the same time
- Listen well and observe
- Ensure you are gaining the trust of participants (and ensure you maintain this)
- Allow all participants to introduce themselves
- Memorize the names of participants
- Treat all participants fairly and with respect

Facilitating a process

- ***Be yourself - everyone has her/ his style of facilitation***
 - Know where you are in the process and refer to the programme
 - Be neutral and do not bring in your point of view
 - Summarize discussions where appropriate
 - Re-focus the discussion when needed
 - Treat all participants as adults
 - Visualize discussions and agreements on a flip-chart or cards
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- Ensure that all participants agree if consensus is discussed
 - Do not ask closed questions
 - If confronted with a process challenge - ask the group to reflect and take a decision (e.g. there is not enough time: shall we close late or skip an item on the programme?)

General atmosphere

- Keep it interactive, lively, with good humor
- Emphasize learning between neighbors, and shared experiences
- Be mindful of language and cultural barriers
- Encourage sharing of experiences and thoughts in a safe environment

Closure

- Reflect on the process. We advice you to do this after each day if you have a multiple day training.
- Appreciate what went well BEFORE you explore what could be improved
- Be clear about the way forward and next steps
- Allocate clear times and responsibility for action items (if appropriate)

After the workshop

- Reflect in the team: what was good - what was not so good - what could be improved next time?
 - Reflect on your facilitation skills: appreciate what went well, think about what you would like to try differently next time
 - Document your learning process
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A comprehensive and inspiring general 'guidebook' on how to effectively convene learning events is available from the Rockefeller Foundation [here](#)