

# General Guidelines







## **Content of box**

- 60 6-sided white dice
- 20 6-sided coloured dice
- 20 8-sided dice
- 100 red tokens
- 1 bag to carry beans
- Facilitation cards for 4 different short games/energizers

## **Preparation and game facilitation** checklist

- Always practice facilitating a game with a 'safe' audience (family, friends, college students, etc.) to discover what can go wrong, what may be common misunderstandings, etc. before deploying the game with an audience where it's not OK to make mistakes.
- Recruit and train facilitation assistants as needed.

#### 1. Set up

- Check materials: do you have enough of everything before departure?
- Prepare the tables, chairs and materials. Ensure all is in place.
- Sitting arrangement Consider gender balance.
- Ensure everyone can hear you even when it gets very loud and noisy.
- Anticipate potential disruptors (e.g. people with authority, pre-existing tensions within the group, problems with sensitive topics, potential issues due to layout of the venue, timing of the session etc.)
- Be prepared for unexpected number of people: if needed, some people may assist the facilitators or serve as 'advisors' to players.

#### 2. Welcome and intro

- Be warm. Enhance lively, bonding atmosphere when introducing yourself, co-facilitators & players.
- Be confident. Convey trust in yourself and the process.
- Establish authority. Be authoritative but not authoritarian.

#### 3. Explain ground rules

- Game is not reality: Deliberately simpler than reality. Tell players: 'Please do not question the rules.'
- Explain rules in the right sequence and with clear narrative, display the materials
- Use facilitator's script as a guide, not as a document to read from.
- Tell people: Like in the real world, you may not have enough time to think, decide and do your best. Be prepared for time pressure.
- Establish atmosphere of serious but fun gameplay. Confusion is part of discovery. Tell players: "Confusion is natural. Don't worry: as you play the game, it will become clearer".
- Respond to questions on game rules only. Do not give away strategy.

#### 4. Facilitating game

- Explain objectives clearly and briefly; start the game as soon as possible.
- Trust the process and don't give away the learning moments.
- Do manage time: let people learn, but if someone is too slow then keep going (they will learn from their peers).
- Be prepared to find people so engaged that they don't listen to the facilitator: Be loud if needed.
- Remember the 'crucial moments' of gameplay.
- Highlight instances of gameplay where key learning and dialogue opportunities emerge.

- Have a plan on how to shorten the game if time runs out (e.g. shorter rounds, eliminate complexity, etc.).
- If something unexpected happens, be flexible; try to think of alternative solutions! The show must go on. Keep the 'end game' (objective) in focus. Keep the game flowing, using humour to deal with surprises.

#### 5. Debriefing

- Winners: Ensure swift & correct math to calculate winner, award, prizes.
- Ask key questions about gameplay experience: lessons about the theme of the game?
- Share key aspects of particular theme not covered in gameplay and encourage questions. Remind players that the game is not the real world (if time allows, ask for important differences between gameplay and reality).
- Give players opportunity to discuss how they would modify the game to enhance the learning and dialogue experience.
- Keep it agile. End on time.

#### 6. General atmosphere

- Keep it interactive, lively, with good humour.
- Emphasize learning between neighbours, and shared experiences.
- Be mindful of language and cultural barriers.
- Don't give players the answers.

### Good luck!



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