

Facilitation Guidelines

The role of each meeting's facilitator is to:

- Prepare and distribute agenda based on previous meeting (facilitator must have been present at last meeting)
- Ensure that room arrangements are made
- Start the meeting on time
- Get approval for proposed agenda at beginning of meeting
- Keep time
- Focus primarily on the process over the content, so as to mainly facilitate a conversation rather than expressing personal opinions
- Keep stack, including for oneself (if co-facilitating, the partner can step in to facilitate)
- Keep discussion focused on agenda items
- Encourage full participation, prevent dominance and include everyone
- Be a mood keeper (check in with group if we need a break, etc)
- Realize when the group is in agreement, and bring items to a vote
- Help summarize conversations and bring clarification to discussions
- Summarize decisions at the end
- Agree on action: what needs to be done by whom and by when
- Find facilitator and note taker for next meeting