



FUNDAMENTALS OF FACILITATION

BASIC FACILITATOR RESPONSIBILITIES

1. Be passionately impartial
2. Allow participants to own process and topic, as much as possible
3. Keep deliberation on time and on topic
4. Manage the group well — people need to feel *safe*, be *heard*, and be *validated*
5. Model democratic attitudes and skills
6. Don't offer expertise
7. Seek middle ground
8. Help identify common ground
9. Help consider benefits and drawbacks of positions
10. Enforce Ground Rules

(Sample) Ground Rules:

- Allow everyone a chance to speak
- Listen to each opinion
- Consider each idea fully
- Think creatively
- Silence cell phones



BASIC FACILITATOR STRATEGIES

- Move on
- Paraphrase
- Ask follow up question
- Ask a reaction question
- Ask a new question

- Use open rather than closed questions