

WHAT ARE FACILITATION SKILLS?

YOUR FACILITATION CHECKLIST

Your Boundaries and Responsibilities

- You have brought out the opinions and ideas of group members
- You have focused on how people participate in the process, not just on what gets achieved
- You never take sides

Participation

- You have made sure everyone feels comfortable speaking
- A structure that allows all ideas to be heard has been developed
- Members feel good about their contributions
- The ideas and decisions of the group are nominated, not leader dominated
- You have not criticized anyone for what they've said

Necessary Skills and Conditions

- Improved planning
- Sustained member involvement
- Aid in creating leadership opportunities
- Increasing the skills of group members
- Better communication
- Conflict resolution

Facilitation Roles

- Understand the goals of the meeting and the organization
- Keep the group and the agenda moving forward
- Involve everyone in the meeting
- Make sure decisions are made democratically

Logistics

- Climate and environment
- Logistics and room arrangements

You have an understanding of the three basic parts of facilitation:

- Process
- Skills and tips for guiding the process
- Dealing with disrupters: preventions and interventions