**Some Facilitation Tips**

**- All plans should begin with a thorough set of goals.** (Allows you to determine if you have succeeded and keeps you focused)

- Make a good, thorough plan but always have a plan B, too.

-Assign roles among facilitators such as time-keeper, scribe/board-writers, stack-taker, etc.

- Make and agenda and manage your time well per your agenda.

- Do walk-throughs and run-throughs. A lot of times people start out thinking they are doing run-throughs, but they are really walkthroughs. So plan time for a couple of each.

- Thinking through “little things” can have a huge impact: The room/space set-up (i.e. lighting, seating, temperature, noise) Also things like transitions, how you’re going to get people’s attention or get them into the space....ex/ when and who for passing things out...

- Think about timing of breaks strategically... then, state the length of the break but also say the exact time the break will be over.

- Body language/engagement...(you’ll also see that it’s very difficult to facilitate in situations where the participants’ body language is super low or negative. If you see that happening, find creative ways to change the dynamic.)

- Be creative, it may be the thing that captures your participants interest.

- Ask questions (have a question bank and know when to use them so they lead into one another).

- Wait after asking a question. It can seem awkwardly long in the moment but usually someone will respond.

- Encourage Participants to ask questions if they’re unclear...

- A good facilitator knows how to hear not just the words but the thought or the message and responds appropriately.

-Try to predict the outcomes of things and be prepared to predict possible changes.