

# FACILITATION TOP TIPS



## 1 CO-FACILITATE



This allows better engagement with the participants and is even more recommended if working online.



## 2

## PREP PARTICIPANTS

Let people know what they're in for ahead of time: what is the aim of the session, what are they going to be doing, what is your role, etc.

## 3 QUALITY, NOT GIMMICKS

Good quality microphone, headphones, camera, second screen and conferencing tools are essential for online facilitation. But don't be tempted by unnecessary elements, such as virtual backgrounds.



## 4

## IT'S SHOWTIME!



Not feeling like it today? Dig deep, get your game face on and get on stage. Nobody needs to know.

## 5 GET 'EM TALKING EARLY

Studies show that getting all participants talking early in a session encourages contributions throughout.



## 7 PASS CONTROL

Make sure participants own any "doing". Writing on flip charts? Get them to do it. Writing on cards/sticky notes? Get them to do it. Moving/grouping ideas? Get them to do it. Summarising what they've agreed? Get them to do it.

## 6

## USE THE RIGHT EXERCISE

Choose the right exercise for the task at hand (check out our book, *You're On Mute!*, for over 40 of them).

## 8

## USE THE TRANSITIONS

Use such moments as when participants return from breakout rooms to interject moments of humour (again, our book suggests loads of these for online facilitation). These help lighten the mood and reduce fatigue.



## 9 COLLECT USEFUL PROPS

We have a judges wig & gavel that we use when groups have a time-box for making a decision; party hats/streamers/glitter pom poms to use when celebrating moments; a candle to put in a muffin to hold up and lead a round of happy birthday when it's someone's birthday. If you've got kids, you've probably got loads of props you can borrow.



## 10

## TIMING, TIMING, TIMING

One of the most common failings is to run out of time. Every session should be closed properly. Co-facilitation really helps keep an eye on the target.



*Don't forget to download our book!*

**YOU'RE ON MUTE!**