

Facilitation Ideas & Techniques

Start with: What are the primary goals for this facilitated conversation?

Activity Options

Choose the facilitation method(s) you think most appropriate for the goals, the group and the time available:

Reflective listening	Involves two key steps: seeking to understand a speaker's idea, then offering the idea back to the speaker, to confirm the idea has been understood correctly.
Rephrasing	Repeating back what has been said in a slightly different way and confirming that is the speaker's meaning
Popcorn	Asking random people in the group to share their ideas, feedback, etc. Often begun with a set number "let's hear from 4-5 folks about..."
Appreciative Inquiry	Asking questions to get to the meaning behind a speaker's statement - why is that important? what would it mean if that happened? what else would you need to accomplish that?
World Cafe & Modified World Cafe	A process for leading collaborative dialogue and knowledge-sharing, particularly for larger groups. See www.theworldcafe.com
Round Robin Brainstorming	A technique for generating and developing ideas in a group brainstorming setting. It relies on an iterative process building off consecutive contributions by each participants, conducted in either written or verbal variations.
Exquisite Corpse	A method by which a collection of words or images is collectively assembled. Each collaborator adds to a composition in sequence. See https://en.wikipedia.org/wiki/Exquisite_corpse

Full Group Discussion	Asking everyone in the group to share their input. Usually requires tracking who has shared and who has not to ensure everyone shares
Sticky Note Brainstorms	Giving participants sticky notes and having them brainstorm questions, ideas or other items, often followed by putting them up on a wall or other surface for everyone to see. A follow up can be having participants arrange the notes by topic, theme or other organizing concepts
Sticky Note Concept Maps	Similar to sticky note brainstorm but arranging the notes in a specific way. After introducing a new topic, participants write keywords related to the topic onto <i>sticky notes</i> and organize them in a flow chart .
Four Corners of the Room	Small groups are formed in four different corners of the room, sometimes each with a facilitator but they can also be self-organizing. Each group takes a topic, question or activity and does it in an allotted time. Often followed by a person or people from each group reporting out to the larger group.

Resources:

Facilitation Tools:

<http://www.seedsforchange.org.uk/tools.pdf>

University of Wisconsin Facilitator's Toolkit:

<http://oqi.wisc.edu/resourcelibrary/uploads/resources/Facilitator%20Tool%20Kit.pdf>

Facilitators Tool Kit:

<https://www.uspto.gov/web/offices/com/oqm-old/Facilitation.pdf>

Role of a Facilitator

<https://www.mindtools.com/pages/article/RoleofAFacilitator.htm>

Group Facilitation Techniques and methods

<https://www.ksl-training.co.uk/free-resources/facilitation-techniques/group-facilitation-techniques-and-methods/>

