

THE KEYS TO GOOD FACILITATION

OVERVIEW

A participatory activity to develop a list of the roles of a good facilitator.

OBJECTIVES

To understand the difference between leaders as facilitators and top-down leaders

To develop a list of the roles of a successful facilitator

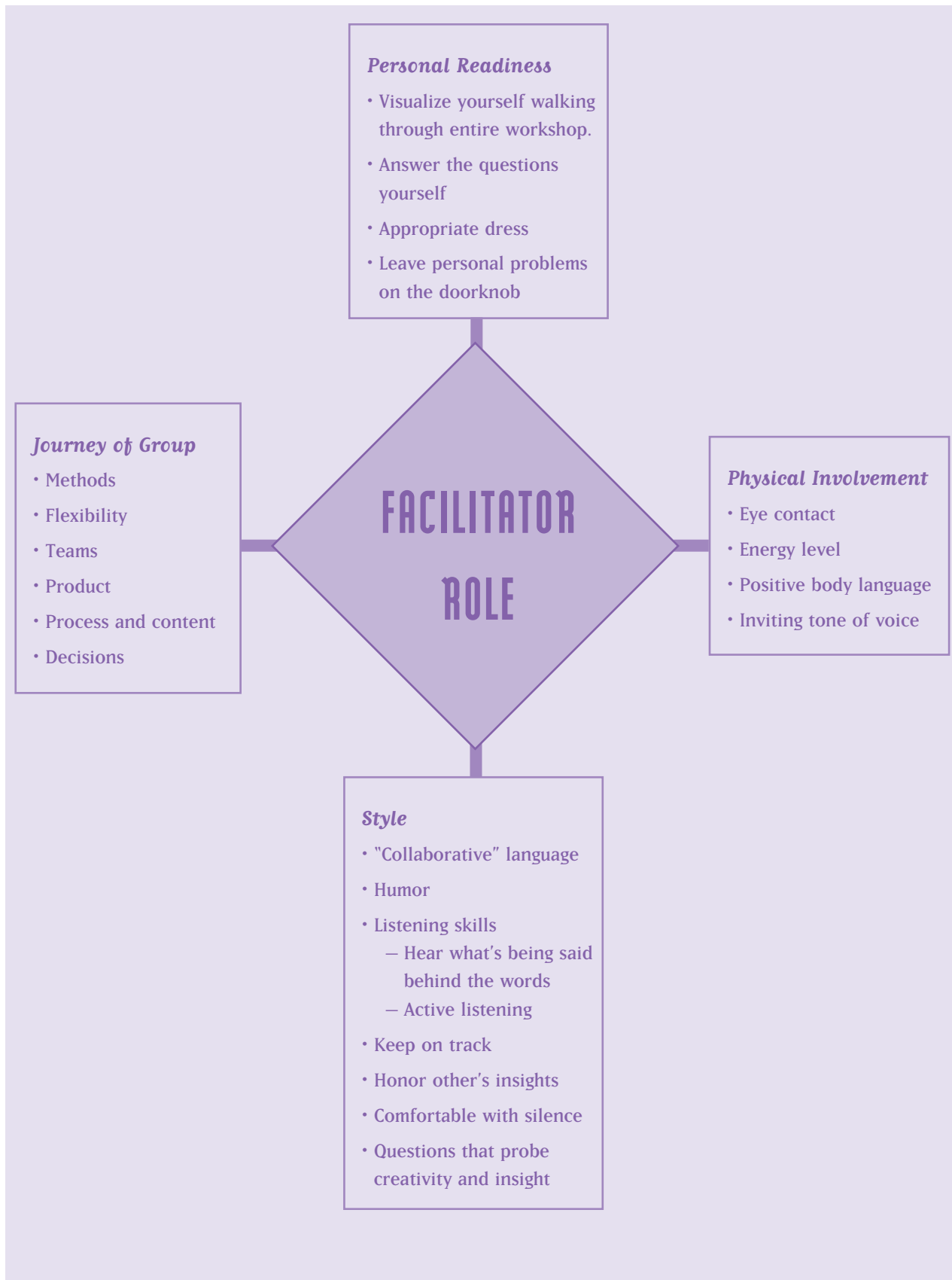
To set the context for how a group will work together

TIME REQUIRED

Approximately 45 minutes

WHAT	TIME	HOW	MATERIALS
Step 1: Setting the context	5 min.	Using the chart on the previous page, review the differences between a facilitator and a top-down leader.	Flip chart with facilitator and top-down leader descriptions
Step 2: Brainstorming	5 min.	Say to the group, “Take a minute to think about an experience you have had where there has been a facilitator. What did that person say? Do? What were the things that person did to make them a successful facilitator?” “Take a minute to write down on a piece of paper as many of those things as you can think of.”	Paper and pen for each person
Step 3: Synthesis	15 min.	Break the group into teams of 3 to 5 people. Say, “With your team, share some of your ideas about what makes a good facilitator. As a team, create a flip chart that represents the elements of successful facilitation. You may draw, write, or both. Be prepared to share your flip chart with the group.”	Flip chart paper and markers
Step 3 adaptation		Instead of writing the qualities of the facilitator on a flip chart, each group could develop a role play or skit that shows successful and unsuccessful facilitation. As each group performs its skits, the other teams can take notes and develop a collective list of the keys and pitfalls for facilitation.	
Step 4: Sharing	5–10 min.	Allow each group about 3 minutes to share its work and answer any questions	
Step 5: Reflection	10 min.	Ask the group the following questions: <ul style="list-style-type: none"> ■ What words stand out for you from these presentations? ■ What were the key things that all of the groups had in common? ■ What were the differences? ■ What are you still worried or confused about? ■ What would you like to learn more about? ■ How will we make sure that our group has successful facilitation? Share Handout 5F with the group.	Copies of Handout 5F

THE ELEMENTS OF FACILITATION



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