



Facilitation Hints for Group Leaders

1. **Initiate** agenda items or proposals for members to consider, and bring matters before the group on which they may want to take action.
2. **Facilitate** deliberations of the group in order to make it easier for them to conduct the business that has brought them together.
3. **Keep things moving:** Know and use Parliamentary Procedure, if applicable.
4. **Avoid long explanations and speeches:** Your job shouldn't usually be to give facts; if you do have information to give, wait until all others have spoken.
5. **Turn over the chair** if you must speak or have a conflict of interest on an item.
6. **Watch for non-verbal cues** indicating people's readiness to speak, agreement or disagreement, boredom, anger, etc.
7. **Use your authority** when appropriate; don't hesitate to use your influence if things get bogged down or difficult.
8. **Handle business by general consensus** where appropriate; people tend to support action when their opinion is heard and they have contributed to the decision-making process. Resist voting prematurely; allow everyone to express their opinion and encourage alternative points of view. Don't accept silence as agreement; push group for comments and opinions.
9. **Encourage** a free and complete discussion of matters before the group.
 - a. Keep the discussion balanced.
 - b. Try to give every member a chance to speak once on an issue before another member is permitted to speak twice.
 - c. Keep speakers on the subject when their comments have wandered. Interrupt when needed.
 - d. When the group is too large for everyone to speak or too intimidating for some, consider breaking into smaller groups for discussion.
 - e. If the subject is complex and more facts are needed to reach a high quality decision, consider delegating it to a committee for more intense review.
10. **Summarize, clarify and restate** the main points of discussion to reduce redundancy and keep discussion moving.