

## “NOT To Do” List For Facilitators

A facilitator should not:

- ❑ Impose a solution on the group. They clarify issues, focus discussions, bring out viewpoints, synthesize differences, and look for underlying agreements. However, this does not mean they impose a solution on the group.
- ❑ Downplay people’s ideas.
- ❑ Push personal agendas and opinions as the “right” answer.
- ❑ Dominate the group.
- ❑ Say umm, aahh repeatedly.
- ❑ Read from a manuscript.
- ❑ Tell inappropriate or offensive stories.
- ❑ Make up an answer-you never know who is in the room.
- ❑ Allow people to bully others in the group.
- ❑ Talk a stance with one section of the group.
- ❑ Tell too much about your personal experience and life.
- ❑ Assume the demographics of your group (based on appearance).

## **“To Do” List For Facilitators**

**Know the material before doing the workshop.**

**Exude confidence-be clear, enthusiastic, breath!**

**Use humor, stories, and examples that directly relate to their work.**

**Select an appropriate activity that will meet the needs of your group and have lots of fun energizers/icebreakers on hand.**

**Have lots of visually appealing handouts and flip charts**

**Determine needed supplies, room requirements, and chair set-up.**

**Think through the exercise and visualize potential problems and pitfalls- one of the biggest is not allotting enough time for activities.**

**Clearly explain activity directions and be prepared for questions.**

**Observe individual participation and involvement during exercises.**

**Be aware of individuals that may be experiencing discomfort or who are not participating.**

**Follow up the exercise with discussion.**

**Processing will reveal the thoughts and feelings never expressed previously.**

**Be available to talk/debrief with participants during break times and before/after the training.**

**Evaluate needs of the group, especially at the end of the day to see what you can change for the next day.**

**Evaluate the experience and write down notes for future trainings.**