

Important Points for Facilitators

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What is a Facilitator?

A facilitator is many things:

- ✓ Someone who organizes the work of a group.
- ✓ An advisor to bringing out the full potential of working groups.
- ✓ A provider of processes, tools and techniques that can get work accomplished quickly and effectively in a group environment.
- ✓ A person who keeps a group meeting on track.
- ✓ Someone who helps resolve conflict.
- ✓ Someone who draws out participation from everyone.
- ✓ Someone who makes sure that the goals are met.
- ✓ Someone who provides structure to the work of a group.

What a Facilitator Isn't!

Signs that someone is manipulating the situation:

- Changing the wording of a participant.
- Refusal to record an idea (looks tired, got distracted, too many ideas coming at once).
- Getting involved in the content of the group work.
- Getting emotionally attached to outcomes.
- Judging comments of the group, liking some ideas better than others.
- Flip flopping the agenda and work processes.
- Manipulating people and behaviors through their own feedback.
- Monopolizing conversation.
- Taking sides on issues or people.
- Being closed to group suggestions on the process.
- Trying to have all the answers.