EFFECTIVE FACILITATION SKILLS
WHAT IS FACILITATION?
Talk to Stakeholders

■ meet with sponsor & participants
  - establish goals
  - identify issues
  - adapt based on feedback
Session Preparation

- draft a script
- use nametags
- bring supplies
- how will you record?
- consider room setup
Facilitation Strategies

- to maximize participation
  - establish ground rules
  - limit questions or activities
  - be aware of time
  - manage dysfunction
  - remain neutral
Energize the Audience

- open strong
  - establish buy-in
  - clarify intent
- keep the energy high
  - pump up the volume!

Starting Questions

- helps to establish mindset for discussion
- use words that prompt thought:
  - Imagine...
  - Consider...
  - Think about...
- ask reacting questions to get more info
Closing & Follow Up

- ask for final comments
- share reminders
- explain next steps
- thank participants
- sponsor debrief

Group Activity

■ partner up:
  – think about a facilitated event
    what didn’t go well?
    which facilitation strategies could help?
■ let’s share!
Any QUESTIONS?
THANK YOU!

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