

Facilitator Guide

Make sure everyone has a chance to contribute. Do a round robin to collect initial responses.

There is no need to comment on responses.

Thank each person for their input.

Ask clarifying questions to make sure you understand.

Keep them on the question at hand; Remind them they will have more questions and can submit additional ideas if not captured elsewhere.

If someone is taking too long, remind them others are participating.

Acknowledge these can be difficult topics to discuss.

Be aware of bias and be sure to not filter or dilute an individual's perspective or experience.

Ask that people respect differing opinions and the process.

Don't judge; Agree to disagree.

Assist with notetaking as needed if individuals have difficulty writing.

Keep the discussion moving and on schedule.

Check with the Lead Facilitator if you have questions.