

Resource Solutions LLC

EFFECTIVE MEETING FACILITATION

The facilitator is arguably the most important member of your planning group. This person will assume responsibility for setting the tone, reducing conflicts, and efficiently moving the entire group forward in decision-making.

An Effective Facilitator:



- Is respectful.
- Makes sure participants are physically comfortable.
- Creates a safe working environment in which members can contribute their thoughts and ideas and where disagreement and conflict can surface and be put to use as a positive and creative force.
- Gains group agreement on the decision making process (i.e. consensus, majority vote, unanimity, etc).
- Collaborates in establishing ground rules; explaining there are no right or wrong ideas and answers. And that it is okay to disagree.
- Works cooperatively in setting meeting agendas.
- Ensures that everyone has the opportunity to be heard.
- Keeps discussions and interactions orderly, on track, and moving forward.
- Listens, observes, and remains neutral, while refraining from giving a personal opinion.
- Promotes respectful listening and adherence to ground rules.
- Communicates openly and often with core group of sponsor organization.
- Holds participants responsible for completing assignments on time.