



COMMUNITY TOOL BOX

Section 2. Developing Facilitation Skills

(<http://ctb.ku.edu>)

You used the three basic principles of facilitation:

- ☐ You have brought out the opinions and ideas of group members
- ☐ You have focused on *how* people participate in the process, not just on *what* gets achieved
- ☐ You never take sides

You encouraged participation:

- ☐ You have made sure everyone feels comfortable speaking
- ☐ A structure that allows all ideas to be heard has been developed
- ☐ Members feel good about their contributions
- ☐ The ideas and decisions of the group are nominated, not leader dominated
- ☐ You have not criticized anyone for what they've said

You have decided what skills and conditions are necessary for successful facilitation:

- ☐ Improved planning
- ☐ Sustained member involvement
- ☐ Aid in creating leadership opportunities

___ Increasing the skills of group members

___ Better communication

___ Conflict resolution

As a facilitator, you:

___ Understand the goals of the meeting and the organization

___ Keep the group and the agenda moving forward

___ Involve everyone in the meeting

___ Make sure decisions are made democratically

In planning a good process, have you considered:

___ Climate and environment

___ Logistics and room arrangements

You have an understanding of the three basic parts of facilitation:

___ Process

___ Skills and tips for guiding the process

___ Dealing with disrupters: preventions and interventions

The Community Tool Box is a service of the Center for Community Health and Development (<http://ctb.ku.eduhttps://communityhealth.ku.edu/>) at the University of Kansas (<http://ctb.ku.eduhttps://ku.edu/>) .

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