

# Facilitation

**Facilitation:** *Guiding* the group discussion in a meeting or workshop so that you accomplish what you set out to do and everyone feels safe and comfortable.

## WHAT DOES A FACILITATOR DO?

- Makes sure everyone knows what's on the agenda and what's going on
- Asks if there is anything that needs to be added to the agenda or if changes need to be made
- Watches the time and makes sure people stick to the agenda
- Guides the group process
- Anti-oppression:
  - watches who is speaking and who is not, who is taking over the discussion and who feels comfortable and uncomfortable.
- Makes sure that people from privileged backgrounds (e.g. white, male, heterosexual, able-bodied, middle/high income, English-speaking) don't take over conversations
- Makes sure that people from more marginalized backgrounds are able to speak and feel comfortable.
- In smaller groups, allows people to introduce themselves whenever there is someone new
- Checks that everyone agrees to any decisions being made
- Sums up what is being discussed and what needs to be discussed during the meeting
- Keeps track of every one who wants to speak so that everyone gets a turn
- As facilitator, guiding the consensus process is a large part of your responsibilities. See the Consensus page for info on how to do this.

When you're facilitating a meeting/event/workshop, you don't have to be the expert in charge. The idea is, everyone is an expert and everyone is responsible for making sure things run smoothly.

If you're part of a group, it's a good idea to rotate facilitating duties.

**Wize Wordz:** Keep a facilitator's notebook. Make note of what works and what doesn't when you're facilitating. It'll help you keep track of what you're doing and how you can improve.

