

## Facilitation Strategies for Group Meetings

<p><b>Paraphrase</b></p>	<ul style="list-style-type: none"> <li>● “You’re noticing that _____.”</li> <li>● “So to clarify _____. Does that fit with what you were thinking?”</li> <li>● “HMMMMM, we’re suggesting that _____.”</li> <li>● “There seem to be two key issues here: _____ and _____.”</li> <li>● “So I’m hearing _____ themes in what we are saying. [State themes.] Would you agree?”</li> <li>● “On the one hand there is _____ and on the other there is _____.”</li> <li>● “I think we’re uncovering a real tension between _____ and _____.”</li> </ul>
<p><b>Question</b></p>	<ul style="list-style-type: none"> <li>● “At this time next year, what will we/you look back on with pride and accomplishment?”</li> <li>● “Which of the [themes, concerns, ideas] that we’ve raised should we discuss first?”</li> <li>● “Are there patterns to what we are noticing?”</li> <li>● “Can we look at this through a different lens?”</li> <li>● Is there another perspective we need to add to this conversation? (invite specific person to comment)</li> <li>● “What would happen if . . . ?”</li> <li>● (At the end of a conversation) “What is the next step [identify an appropriate time frame like this week, tomorrow, before our next meeting] to move forward? How can we support you?”</li> </ul>

<b>Transition</b>	<p>When moving to offer your perspective</p> <ul style="list-style-type: none"><li>● “Can I offer some insights from my experience?”</li></ul> <p>When trying to include the perspectives from others in the group</p> <ul style="list-style-type: none"><li>● “Does anyone [or use a specific name] have some insights to offer from their experience?”</li></ul> <p>When moving from one topic to another</p> <ul style="list-style-type: none"><li>● “Let’s put [what you want to move away from] to the side for now so we can focus on [what you want to move to].”</li></ul> <p>When moving from a fixed mindset to a growth mindset (from blaming to action)</p> <ul style="list-style-type: none"><li>● “So I’m hearing that it is important for our learners to _____. What can we do to help move them in that direction?”</li></ul> <p>When one person is dominating or one person is not participating</p> <ul style="list-style-type: none"><li>● “Let’s make some space for people who haven’t shared in a while . . .”</li><li>● “Have we heard everybody’s voice?”</li></ul>
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