

Good advice for the facilitator SDU

Are you going to be the facilitator at your next group meeting and do you need some good advice for managing the process in a good way, so everyone in the group is included?

The role of facilitator might be new to you and you are in the middle of a learning process. Becoming a good facilitator takes practice and it is always nice to get off to a good start with some good advice.

- **Be inclusive** so everyone gets the chance to say something
- **Ask one question at the time.** It can get confusing if you ask too many things at once
- **Ask open questions.** Open questions are questions that you can't answer with a simple yes or no. It is about asking questions that leads to conversation/discussion about a topic
- **Ask focused questions** that relates to the subject. Separate the group's social life from the academic
- **Be neutral.** You are the one who controls the process - maybe ask clarifying questions to what is said
- **Be curious** about listening to and understanding other people's ways of looking at a text or subject
- **Give group members time to reflect.** Some are quick thinkers and quick to give answers and reflect, while others need a little more time to think. Make space for everyone
- **Be ahead in the process.** What is the next item on the agenda? What is going to happen?
- **Keep track of time.** Keeping within the allotted time contributes positively to group meetings, and knowing when it is time to move on to a new topic creates flow
- **Summarize and recap**

