



EFFECTIVE FACILITATION SKILLS

Driving Impactful Community Conversations



OBJECTIVE

Gather tips and tools for facilitating effective community conversations.

ESSENTIAL QUESTIONS

1. *What are a few key components to keep in mind for adult learning to occur?*
2. *What are a few characteristics of a good icebreaker?*
3. *What should you consider before and after a meeting occurs?*
4. *What is one strategy you will use to demonstrate collective commitment?*

P

Preview Purpose and Plan

A

Activate Prior Knowledge

C

Content

E

Exercise or Application

S

Summarize

Prep and Follow-Up



Invitation

- Clearly state the purpose of the meeting
- Send an Outlook or another calendar invite
- Make individual calls or f2f; group vs. personal
- Keep it SHORT
- Why is their voice important at the meeting?
- Invite people of the population you are focusing on



Prep the Room

- Agreements- Stories stay and lessons go
- Roles and responsibilities- Why am I here?
- Creating handouts and agendas for participants to follow along and take with them
- Minimize detours in conversations by creating a “Parking Lot” system
- Post the essential question for the meeting on the wall
- Have someone designated as the greeter
- Name Tags
- Circle Tables



Follow-Up



- Keep communication consistent even if you don't meet often
- Share exciting highlights from previous meeting and since the last meeting related to the work: Pictures, videos, social media, etc. that gives a visual to the work
- Follow up, follow up, follow up! Sometimes emails aren't enough, if you invited someone face-to-face and you find that it was super effective, continue conversing with them face-to-face



More Ideas from the Group



Icebreakers

FOR PURPOSEFUL MEETINGS

Best Practices:

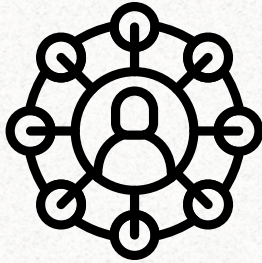
- Model expectations for the meeting
- Summarize at the end of the icebreaker to reflect on learning and value
- Evaluate icebreaker to support different learning styles
- Demo your response to the group first
- Call on people to keep things moving



Prepare to Do Hard Things

Prompt: “What’s one thing you do to reduce stress in your day-to-day life?”

Purpose: Prepare participants for the hard work of collaboration by reminding them of how they cope with stress best.



Illustrate Connection and Interdependency

Activity: After taking the end of a ball of yarn in the facilitators hands, pass the ball between participants as they respond to question: “What is a gift of the head, heart or hand that you possess that could be shared?”

Purpose: Demonstrate the ecosystem of assets within your community and invite participants to offer them to another participant, thus creating an interconnected web.



Prepare for Collaboration and Shared Accountability

Prompt: “In one word, how do you feel? In one word, how do you want to feel at the end of our time together?”

Purpose: Get participants thinking about the means to the end - offer space to consider what meeting agreements will be required to achieve desired result.



Prioritize Psychological Safety and Belonging

Prompt: “Using the post-its on the table that are drawn with a single circle, draw an emoji that represents how your week has been.”

Purpose: Prompt creativity and a common sense of fun and belonging.



Brain Breaks

FOR HUMAN-CENTERED MEETINGS

Why Brain Breaks:

- Reduce stress, anxiety and frustration while working in collaboration
- Physically moving to reset your brain helps participants refocus and learn better
- Breaks boost creativity, cognitive function and social skills
- Returning to a task refocused builds self-confidence and shared commitment to work



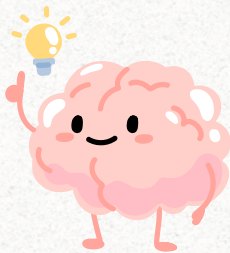
Balloon - Keep it up (Need Balloons For Each Group)

- Form a group of 4 to 5 people.
- Round 1 - keep it up only using your index finger.
- Round 2 - keep it up BUT you CANNOT use your hands.
- Round 3 - keep it up BUT you can ONLY use your head.
- Round 4 - keep it up BUT you can only use your feet.



Active Rock Paper Scissors

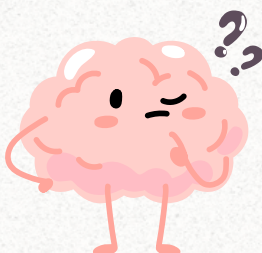
1. Find a partner
2. Play Active RPS (3 Jumps, "1, 2, 3, Show" Show symbol on "SHOW")
3. Feet split = Scissors
4. Arms Flexing = Rock
5. Arms Straight up = Paper
6. Best 3 out of 5 wins
7. Students sit down when done.



Pass it on - UNO style (Need Uno Cards)

Rules/Directions:

1. Teacher hands out one card to each student.
2. Students identify color on card and perform activity that corresponds to that color for 10 - 15 seconds:
 - Blue: jump to the sky
 - Red: squats
 - Yellow: twist
 - Green: swim



Memory Circle

- In your table or circle group, first person chooses a physical activity movement and everyone performs it.
- Whole group does the 1st movement and then the 2nd person chooses a new movement.
- Whole group does the 1st and 2nd movement then the 3rd person chooses a new movement
- Repeat for the time allowed.

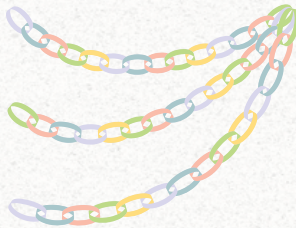


Demonstrate Collective Commitment

FOR ACCOUNTABILITY AND POSITIVE PROOF

Best Practices:

- Clear expectations for where the project will live
- Simple materials
- Clear directions with 3 or fewer steps
- Transportable product
- Multi-additional - not static but a living project



Create a Paper Chain

Prompt: “What resources are you able to commit to this work - think back to your gifts of head, hand and heart?”
Directions: Hand out links to all participants. Ask for each to write the resource you want to share in the work to strengthen the work.



Document Voices by Photographing Stakeholders

Activity: Preplan to take a photo of the stakeholders present in your meeting. Setup your photo station simple project branded hand held signs.
Purpose: Document, document, document... if you don't photograph something, it is hard to communicate value.



Illustrate Growth of Community Capacity

Prompt: “What is a new tool we can add to our collective community capacity?”
Instructions: Offer participants paper, scissors and markers. Ask them to draw an illustration of a tool, resource, or idea that they learned about in the meeting. Have them cut it out and add it to the project tool box. For added accountability, invite them to strengthen collective capacity by taking a tool that represents something they want to take away or deepen their knowledge of.
Purpose: Illustrate the collection of new skill tools. Offer opportunity for reflection, accountability and shared purpose.