

SPRING 2018

# Fellows Leaders

We will begin the training at 8 p.m. ET / 7 p.m. CT



OFA



**SPRING 2018 OFA FELLOWS LEADERS**

# Part 4: Facilitation best practices

**Bobby Brady-Sharp / OFA Training Projects Manager**

## GOALS FOR THIS SESSION

**Review fellows orientation  
curriculum**

## GOALS FOR THIS SESSION

**Learn and practice  
facilitation best practices**

## GOALS FOR THIS SESSION

**Internalize fellows  
orientation curriculum over  
the next two weeks**



**Recruitment update**

**Week 4**

**[Bit.ly/apprack2018](https://bit.ly/apprack2018)**

**#OFAFellows**

**What does it mean to  
“internalize” curriculum?**

A background image showing a person's hands writing on a notepad with a pen. The image is dimmed and serves as a backdrop for the text.

# Facilitation best practices



**Being a good  
facilitator is both a  
skill and an art.**

**Facilitation has 3 basic principles:**

# Principles of facilitation

- A facilitator is a guide to the process, not the seat of wisdom and knowledge
- Facilitation focuses on *how* people participation, not just on *what* gets achieved
- Facilitators seek to create an inclusive space where everyone has a voice...not necessarily a comfortable or “safe” space



# DO's for facilitators

**DO'S FOR FACILITATORS:**

**Internalize the  
training materials**

**DO'S FOR FACILITATORS:**

**Know your audience**

## DO'S FOR FACILITATORS:

**Make your audience  
feel safe and heard**

**DO'S FOR FACILITATORS:**

**Be flexible**

**DO'S FOR FACILITATORS:**

**Keep the discussion  
on target**

## DO'S FOR FACILITATORS:

**Model behavior you  
want your group to  
employ**

## DO'S FOR FACILITATORS:

**Use encouraging  
body language,  
voice, words**

**DO'S FOR FACILITATORS:**

**Give positive  
feedback for joining  
the discussion**

**DO'S FOR FACILITATORS:**

**Be aware of  
reactions, feelings  
(active response)**

**DO'S FOR FACILITATORS:**

**Open-ended  
questions**

**DO'S FOR FACILITATORS:**

**Control your biases**

**DO'S FOR FACILITATORS:**

**Be open to  
disagreement**

**DO'S FOR FACILITATORS:**

**Keep your mouth  
shut as much as  
possible!**



# **DON'Ts for facilitators**

**DON'TS FOR FACILITATORS:**

**Don't let individuals  
or small groups  
dominate**

**DON'TS FOR FACILITATORS:**

**Don't let one  
viewpoint override  
others without merit**

**DON'TS FOR FACILITATORS:**

**Don't make  
assumptions (on  
culture, background,  
race, etc...)**

**DON'TS FOR FACILITATORS:**

**Don't be the font of  
all wisdom**