

Facilitation: A 10 point checklist

- Decide to see yourself as central. Assume you can make a difference to the way this meeting will run.
- Make the assumption that everyone wants the meeting to go well and that it is in everyone's interests for this to happen.
- Set things up the way you want them, both physically and in terms of personal support, before, after and during the meeting.
- Ensure basics such as minute taking and agenda are organised.
- Listen carefully, observe carefully. Remember your job is process not content (relax!)
- Focus on the meeting process and not your own opinions and feelings.
- Include everyone. Be creative in working out how this can be achieved.
- Once a decision is made, make sure everything necessary to carry it out has also been organised.
- In case of conflict, remember your first two assumptions. Keep a cool head and look for the common ground and the minimum necessary agreement. Invite people's co-operation.
- Take courage! Always do what you believe is best for the group as a whole, rather than trying to soothe people's feelings, including your own.