

Facilitation Techniques

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| Technique | Description | When to Use |
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| B.L.U.F. | Stands for Bottom Line Up Front. Start the meeting by ensuring that everyone is clear on the purpose for the meeting and the intended outcomes. | Before discussions begin. |
| Once-Around | Ask each person around the table, in order, to share their perspective on the issue/question. | Discussion is unbalanced Decision seems rushed |
| Talking Stick | Members can only speak if holding a particular item, such as a stick or a gavel. | Discussion is heated Members are talking over each other |
| Assigned Duty | Assign a duty, such as recording notes or charting discussion, to members who are over-participating or under-participating. | Discussion is unbalanced Certain individuals are disruptive Certain individuals are disengaged |
| Teacher's Chair | Leader/Facilitator sits directly next to a problematic team member. | Certain individuals are disruptive |
| Hallway Talk | Leader/Facilitator pulls a team member aside during a break, or before/after the meeting to discuss their behavior. For withdrawn members, this could be a friendly opportunity to check in and make sure they are okay; for disruptive members, this could be an opportunity for confrontation. | Certain individuals are disruptive Certain individuals are disengaged |
| Pointed Question | Facilitator directs a question to a team member who hasn't been sharing opinions during team discussion. | Certain individuals are disengaged |
| TTYP (Turn To Your Partner) | Before a bigger discussion, ask participants to first discuss the issue/question with another team member. Each pair would then summarize their discussion for the larger group. | Discussion is unbalanced Decision seems rushed Issue is controversial Issue is complex |
| Small Group | Before a bigger discussion, ask participants to first discuss the issue/question in small groups with other team members. Each group would then summarize their discussion for the larger group. | Discussion is unbalanced Decision seems rushed Issue is controversial Issue is complex |

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| Stoplight | Provide each participant with cards colored red, yellow, and green. Ask participants to raise the card that corresponds with their feeling on the discussion. Green (Go) means "I like the proposal as is." Yellow (Slow) means "I want more explanation and perhaps tweaking." Red (Stop) means "I don't like it and would prefer to see it changed." | Discussion is at a standstill. Discussion is unbalanced. Certain individuals are disengaged |
| Stakeholder | Ask team members, either individually or collectively, to assume the perspective of a key stakeholder in the outcome of the decision. For example, ask one team member to play the role of "member" and react to the proposal from that standpoint. Another person could be "donor", and so on and so forth. | Issue is controversial. Decision seems rushed. |
| Mutual Invitation | Call on one team member to share their opinion on the issue. That person should then sincerely invite someone else in the group to share their opinion. That person does the same thing and so on. Team members can pass if invited to share. | Discussion is at a standstill. Discussion is unbalanced. Certain individuals are disengaged |