**Tips Sheet**

**Facilitation**

**Purpose**

This tips sheet is intended to offer you a tool to reference with your peers or team as you consider the strategies outlined in the Facilitation module of the on-demand learning series and what it means to your work as a leader in chronic disease prevention and health promotion.

**Tips and Tricks**

1. Plan ahead
   * Think through the who, what, where, and when for the meeting.
   * Develop a structure and plan for what direction you want the meeting to go. Include back up plans in case in case the meeting doesn’t go as originally planned.
   * Think through the roles and logistics for the meeting (e.g., facilitator, note taker).
2. Know your audience
   * Tailor your meeting to the unique people who will be attending the session.
   * Understand the various perspectives, roles, personalities, and dynamics at play.
3. Establish a creative environment
   * Set the scene for inspiration and innovation.
   * Provide tools, toys, and resources to spark creative thinking.
4. Set the scene and expectations
   * Get agreement from the group regarding guidelines, roles, and expectations.
   * Clarify the purpose of the meeting and the definition of success.
5. Engage introverts
   * Find ways to empower everyone in the group to feel valued and heard.
   * Use multiple strategies of engagement and idea sharing.
6. Try to identify win-win-win ideas
   * Try to find an outcome or solution that leaves all parties feeing like winners.
   * Encouage people to keep an open mind and to be flexible in their thinking.
7. Promote conversational intelligence
   * Create a sense of inclusitivty by using “we” instead of “I” or “you.”
   * Communicate in ways that create a shared understanding.
8. Break the pattern and use visuals to stimulate productive conversations
   * Encourage idea sharing by promoting idea mapping, sticky note walls, dot boards, flip charts, and other strategies.
   * Be sure to use different strategies to keep the conversation flowing (e.g., breakout sessions, role play, simulations).
9. Stay focused and keep an eye on time
   * Have time limits. Plan out how long the different components will take and how long the group will have to complete the tasks.
   * Give time warnings as the time for each session draws to a close.
10. Provide closure to the meeting
    * Set aside time in the agenda for reflection and next steps.
    * Create realistic action items to keep the agenda going after the meeting has ended.

**Opportunity for Additional Technical Assistance**

### If you would like technical assistance from NACDD in thinking through this discussion guide and your experience with the Facilitation module in the on-demand learning series please complete the below form and email this document to [phlp@chronicdisease.org](mailto:phlp@chronicdisease.org).

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