**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.

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