

## Role of the Facilitator

### *The facilitator...*



- Remains neutral and impartial
- Clarifies information
- Protects individuals and their ideas from attack
- Helps people listen to each other and share discussion.
- Accepts emotion and feelings; helps channel hostility, resistance, competition into productive discussion;
- Keeps group focused on a common task and avoids side-tracking.
- Helps avoid repetition.
- Paces (speeds up or slows down discussion)
- Assures all points of view are expressed and understood.
- Clarifies areas of agreement and disagreement.
- Summarizes and checks for completion of each agenda item.
- Suggests alternative discussion methods if something is not working.
- Helps the group find win/win solutions or reach consensus or compromise as appropriate.
- Helps maintain a sense of humor.
- Deals with problem such a interrupters, people who monopolize, and late-comers
- Works with a recorder. Assures that all comments are recoded in some way.
- Brings meeting to closure.

