

Facilitation and Co-Facilitation

Facilitation Tips

- Review the information that was covered at the end of every session. Be sure that everyone understands the main ideas. This can be done through a simple question and answer session.
- Encourage everyone to participate.
- Allow time for discussion, questions and answers during each session. If the discussion moves off topic, let the participants know that you can discuss more at a later time, in another session or during the break.
- When conducting an activity where participants are working in groups, let them know how much time they have to work and announce periodically how much time they have left. This helps keep them focused and working within the time frame you set for them.

An Effective Facilitator Will:

- Speak loudly and clearly, using appropriate language; be confident and comfortable presenting the information
- Respect the ideas, opinions, values, and confidentiality of all participants
- Encourage comments, ideas and questions from participants when appropriate
- Be friendly and kind; show enthusiasm for the program and activities
- Be well prepared, organized, and flexible
- Dress appropriately
- Use appropriate body language, face the group, smile, make eye contact and nod to indicate understanding
- Be knowledgeable about the information he or she is presenting
- Listen to participants and be responsive to their needs; point out positive contributions from participants during discussions and activities
- Use a variety of teaching methods to keep participants' attention
- Summarize key points to make sure participants understand the lesson

Co-Facilitation

Having more than one facilitator at a workshop, or *co-facilitation*, is good for many reasons. It allows you to share the responsibility with someone else and each trainer brings his or her own strengths to the workshop. It also makes learning more interesting for the participants. However, it is critical to coordinate well with your co-facilitator so the presentations and activities go smoothly.

Co-Facilitation Tips

- Review with your co-facilitator what topics each of you will cover before you get to the workshop. Be clear about the roles and responsibilities of each person and the time frame for each activity or presentation. Write this information down so you can refer to it throughout the workshop.
- Visit the location where you will hold your workshop in advance to decide how you will arrange the room. Arrive early on the day of the training to set everything up.
- Start and end your presentations on time so that you do not take time away from your co-facilitator's presentations. Carry a watch so you can keep track of how much time you have remaining. If there are items that you don't have time to present, let the participants know you are available to talk about those topics during the break or after the workshop.
- Do not interrupt or challenge your co-facilitator. If you are not leading the session, wait to be invited to speak. When you are leading a session, invite your co-facilitator to speak if you need help or do not have an answer.
- When you are not presenting, sit where you and your co-facilitator can make eye contact but are not distracting to the participants.
- Focus on what your co-facilitator is saying. Do not do other things or leave the room while he or she is presenting.