**Facilitation - an overview**

Highlights from:

Lisbet Rask, Morten Birk Hansen, Ib Ravn and Anne Katrine Rask, *Study Groups - Collaboration and Facilitation* , Copenhagen, Hans Reitzels Forlag 2018.

Facilitator controls *the form!*

Helping a group to give its best.

**Phases of the meeting:**

1. Preparation: Implementation agenda
2. The minutes before the start of the meeting: In or out?
3. Start of the meeting - on time
4. Follow-up on agreements from the previous meeting
5. Facilitation of assignment (writing) [assignment]
6. Distribution of assignments
7. Conclusion and end of the meeting
8. Evaluation of the group's meetings

**Facilitation:**

* Inclusive processes
* Break and focus
* Tone: professional, friendly, inclusive, non-moralizing, non-blaming, equal, level-headed, patient,
* Minimum of fanfare - the facilitator must say as little as possible about the form of the meeting - discrete management of form and time.

**Facilitation techniques:**

1. Speak in pairs
2. Listen and switch
3. Active listening
4. Silent reflection/silent writing/drawing round
5. Common writing
6. Lightning fast round
7. Picking
8. Dividend with receipt
	1. Silence two points
	2. Round 1:
		1. A's 1st point
		2. Anyone else want to make the same point?
		3. B's 1st Pointe
		4. Anyone else wants to make the same point?
		5. …
	3. Round 2:
		1. A's 2nd point
9. Brainstorm
10. Free discussion
11. Information round

**Stay focused:**

1. Interruption
2. Ascertaining
3. Recognition
4. Disposition

**Facilitator's mandate:**

1. Starts and ends the meeting
2. Focusing by interrupting
3. Picks up and moves the conversation on
4. Inviting assignment distribution
5. Not a trash can
6. Maintains problem solving
7. Other processes
8. Objections to facilitation

**Agreements and rules**

1. Meeting dates and times
2. Start of meeting
3. Cancellation
4. End of meeting
5. Catering
6. Cell phones
7. Study formalities
8. Implementation agenda
9. Next time
10. Evaluation
11. The minimum criteria

**Five methods of group formation:**

1. Draw (transparent)
2. Lottery (administrative)
3. Meeting preferences:
	1. one, two, three (weekly); f2f or online; places own number - not name ( semi -anonymous)
4. Subject preference
5. Personal preferences (anonymous opt-in and opt-out requests)

**The need for facilitation:**

1. discourage culture of intimacy ('having fun', 'having a good time', 'friends')
2. counteract excessive democratic culture
3. counteract 'the evil dictator' (self-appointed leader)
4. counter the 'lazy dog' (marginalization and ' free rider' problems)
5. [tkj], countering unfair criticism in research environments: "(factual) criticism drives research forward", "(personal) criticism is poison for research"

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| **Implementation agenda:****Facilitator:****Meeting in:** | From:Lisbet Rask, Morten Birk Hansen, Ib Ravn and Anne Katrine Rask, *Study Groups - Collaboration and Facilitation* , Copenhagen, Hans Reitzels Forlag 2018. |
| **Subject** | **What should we accomplish?** | **Process** | **Time** | **Decisions:****Who does what** |
| 1. **Last meeting appointments**
 | **Ensure that everyone has done what we agreed on last time** | *Round where everyone enters* |  |  |
| 1. Today's task a
 |  |  |  |  |
| 1. Today's task b
 |  |  |  |  |
| 1. Today's task c
 |  |  |  |  |
| 1. …
 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **Next time**
 | **What should we do in the next 1-3 meetings?** |  |  |  |
| 1. **Check out**
 | **End in good order or more time** |  |  |  |