



SPRING 2018

Fellows Leaders

We will begin the training at 8 p.m. ET / 7 p.m. CT



OFA



SPRING 2018 OFA FELLOWS LEADERS

Part 4: Facilitation best practices

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GOALS FOR THIS SESSION

**Review fellows orientation
curriculum**

GOALS FOR THIS SESSION

**Learn and practice
facilitation best practices**

GOALS FOR THIS SESSION

**Internalize fellows
orientation curriculum over
the next two weeks**



Recruitment update

Week 4

[Bit.ly/apptrack2018](https://bit.ly/apptrack2018)

#OFAFellows

**What does it mean to
“internalize” curriculum?**

Facilitation best practices



**Being a good
facilitator is both a
skill and an art.**

Facilitation has 3 basic principles:

Principles of facilitation

- A facilitator is a guide to the process, not the seat of wisdom and knowledge
- Facilitation focuses on *how* people participation, not just on *what* gets achieved
- Facilitators seek to create an inclusive space where everyone has a voice...not necessarily a comfortable or “safe” space

A photograph of two people, a woman on the left and a man on the right, sitting at a table in what appears to be a meeting or workshop. The woman is wearing a yellow top and glasses, and the man is wearing a grey sweater. They are both looking towards the right side of the frame. The background is blurred, showing other people and a room setting. The text 'DO's for facilitators' is overlaid in white on the image.

DO's for facilitators

DO'S FOR FACILITATORS:

**Internalize the
training materials**

DO'S FOR FACILITATORS:

Know your audience

DO'S FOR FACILITATORS:

**Make your audience
feel safe and heard**

DO'S FOR FACILITATORS:

Be flexible

DO'S FOR FACILITATORS:

**Keep the discussion
on target**

DO'S FOR FACILITATORS:

**Model behavior you
want your group to
employ**

DO'S FOR FACILITATORS:

**Use encouraging
body language,
voice, words**

DO'S FOR FACILITATORS:

**Give positive
feedback for joining
the discussion**

DO'S FOR FACILITATORS:

**Be aware of
reactions, feelings
(active response)**

DO'S FOR FACILITATORS:

**Open-ended
questions**

DO'S FOR FACILITATORS:

Control your biases

DO'S FOR FACILITATORS:

**Be open to
disagreement**

DO'S FOR FACILITATORS:

**Keep your mouth
shut as much as
possible!**

A photograph of two people, a woman on the left and a man on the right, sitting at a table in what appears to be a meeting or workshop. The woman is wearing a yellow top and glasses, looking towards the man. The man is wearing a grey sweater over a white shirt, looking directly at the camera with a slight smile. He is holding a pen in his right hand. The background is blurred, showing other people and a room setting. The text "DON'Ts for facilitators" is overlaid in white, bold, sans-serif font across the center of the image.

DON'Ts for facilitators

DON'TS FOR FACILITATORS:

**Don't let individuals
or small groups
dominate**

DON'TS FOR FACILITATORS:

**Don't let one
viewpoint override
others without merit**

DON'TS FOR FACILITATORS:

**Don't make
assumptions (on
culture, background,
race, etc...)**

DON'TS FOR FACILITATORS:

**Don't be the font of
all wisdom**