

20 Tips: Bad Facilitation

1. Being too bossy. Be gentle, especially early on.
2. Allowing the 'boss' to disobey the rules.
3. Playing favourites (the ones with 'good' ideas).
4. Picking on quiet ones. Use different techniques.
5. Pushing when they are flagging. Have a break.
6. Showing that you think ideas are good or bad.
7. Introducing your ideas.
8. Being minute taker, facilitator and flipcharter.
9. Allowing the early items to eat up the time.
10. Allowing little chats between neighbours.
11. As action points- lists that are too long.
12. Not challenging when people talk in absolutes.
13. Allowing head to head arguments.
14. Frustration. Keep going- you're doing well.
15. Seeing comments as challenges to you.
16. Forgetting groups who are not represented.
17. Chasing action points when none are needed.
18. Talking behind people's backs in the break.
19. Not checking your Outcome has been met.
20. Not following up the meeting.

