

20 Tips: Winning Facilitation

1. Plan in advance. One hour's plan for each hour.
2. Arrive early.
3. Work with the organiser pre-meeting.
4. Start with a structured go-around.
5. Always follow with OARRS (GRIP if needed.)
6. Keep checking the Outcome is being reached.
7. Introduce stacking right at the start.
8. Have a minute taker to keep you on course.
9. Introduce time limits for each item.
10. Have an Outcome for the meeting.
11. Have an Outcome for each item.
12. Study your range of techniques beforehand.
13. Disagreement is good, while it's constructive.
14. Keep the quieter members involved.
15. Call 'time-out' every hour to check on progress.
16. Minute taker can then feedback action points.
17. Summarise at each break.
18. Keep praising them.
19. Encourage breaks to be that, not continuation.
20. Close with a review of the meeting.

