**Group Facilitation Information Sheet**

**Facilitation:** According to Merriam-Webster (n.d.)Top of Form

Bottom of Form

to facilitate means “to make easier” or “help bring about”. In a group discussion this means the facilitator creates a space that encourages and guides open discussion about a topic in question. The facilitator is responsible for helping the group engage in dialogue while keeping the discussion on track. The facilitator “makes it easy” for group members to explore parameters in and around a topic, but is always there to bring it back to center. To do this the facilitator ensures participation by all members. One goal of the facilitator is to bring the group into a deep exploration of its collective knowledge.

**Facilitator’s Responsibilities:** While in some ways it appears you may “leading” the group, a facilitator guides the discussion in such a way, that the members actually lead the discussion. To do that, the facilitator acts and behaves in certain ways. They

* Are well prepared
  + Read all materials prior to group discussion
  + Anticipate the possible ways the discussion could go and be ready to guide those into deeper exploration with the overall discussion in mind.
* Set the agenda
  + Remind group members of the participant posting parameters
  + Remind group of facilitator role and your posting parameters
* State the objectives
  + What is to be accomplished in the discussion
* Establish group expectations
  + Establish safe discussion space
  + Explore topics broadly and deeply but keep focus on topic
* Guide the sharing of information
  + Use probing and open questions
  + Actively engage participation
    - Invite debate type discussion
    - Speak to individuals as part of the group
  + Keep discussion on track by synthesizing and/clarifying information
    - Refocus or redirect as necessary
* Provide closure
  + Summarize the topic discussed, what has been covered
  + How objectives was met

**Adapted from: Center for Disease Control (CDC) (n.d.). Facilitation Tip Sheet,   
[https://www.cdc.gov/phcommunities/doc/plan\_facilitation\_  
tip\_sheet.doc](https://www.cdc.gov/phcommunities/doc/plan_facilitation_tip_sheet.doc)**

**"Facilitate." *Merriam-Webster.com*. Merriam-Webster, n.d. Web. 31 Aug. 2018.**

These guidelines provide you with a global picture what facilitation in a group means. For specific expectations related to this course you will need to follow the specifics on the assignment document.