

Facilitating Groups: Leader's Guide

By Bob Young

Definition: To facilitate, to make easy [questions—dynamics: on subject, related subjects, not stray]

What is the purpose of the facilitation groups? [Interactive, not more lecture]

What do we expect or hope will happen in the groups?

Reacting and expanding the presentations [reflect session, applications, not wander]

Raising questions [clarifications, applications, elaborate?]

Sharpening the concepts

Applying the concepts

How does the presentation meet needs?

Help the growth of everyone in the group, each may apply in slightly different ways

How does one facilitate? [Establish ground rules]

Model a process; distinguish lecture and summary [be brief, interactive; no single focal point]

Model fruitful discussions [focus, limit length of comment, background of question]

Mutual discovery [don't summarize too quickly; let it sink]

DNA—Discovering, Nurturing, Applying [which is this activity doing? If none, move on pronto]

Using questions effectively

Testing

Clarifying

Elaborating

Reflecting/deflecting

Supporting/valuing

Checking/building or advancing/redirecting

Potential Problems

Talker

Hesitator

Friendly helper ("expert")

Objective thinker

Facilitation—a summary

Come prepared [mentally and spiritually; socially, meet your group as possible]

Pray

Begin timely [end timely]

Explain and reinforce the facilitation model (non-lecture; without extended commentaries)

Encourage multiple responses and points of view, affirm responses, do not reject directly

Encourage group interaction (non-focal point)

Use non-verbal communication to bring in and shut out

Do not fear short silences; resist the temptation to answer

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