Workshop Facilitation 101

The act of providing unobtrusive, objective guidance to a group in order to collaboratively progress towards a goal

Principles Goals **Toolkit**

Your foundational actions and behavior

Always be listening
Create an inviting space
Welcome improvisation
Be authentic to you and your knowledge
Avoid giving advice
Embrace constructive conflict

Consistent objectives you aim to achieve

- 1. Full and equal participation
- 2. Mutual understanding
- 3. Inclusive and collaborative decision making
- 4. Shared responsibility

Materials, activities, and techniques at your disposal

Materials

- Sticky notes
- Sharpies
- Whiteboard or large easel
- Voting dots
- Index cards

Activities

- Postups
- Affinity diagrams
- Landscape maps
- Forced ranking
- Storyboarding
- Role playing
- Note playin
- Playbacks

Techniques

- Encouraging
- Intentional silence
- Balancing
- Linking back