## **Workshop Facilitation 101**

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

Principles

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

Goals

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

**Toolkit** 

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
- Playbacks

## **Techniques**

- Encouraging
- Intentional silence
- Balancing
- Linking back