**Workshop Facilitation 101**

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

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**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

**Goals**

Consistent objectives you aim to achieve

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

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