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

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