

## Meeting Facilitation Techniques

1. Encourage participation from all group members
  - Use brainstorming technique
  - Show that you value ideas, opinions, and experience
  - Limit/edit your own opinions and ideas and defer to the group
  - Ask for different points of view
  - Don't allow a member to monopolize
  - Thank participants for their contributions
  - Ask open-ended questions
2. Focus on ideas and not on people
  - Refer to the idea and not the person
  - Rephrase comments to focus on the topic
3. Keep the meeting on track
  - Manage both the flow and content of the meeting
  - Let the participants carry the content
  - Focus on how the content relates to the desired outcome
  - Focus on covering the agenda items
  - Refer to the Ground Rules to get back on track
  - Speed up or slow down the pace as appropriate
  - Periodically summarize what's been said
  - Help the group to reach conclusions
4. Close the meeting effectively
  - Restate what has been accomplished in the meeting
  - Identify action items and assign them including timeframes
  - If necessary, resolve agenda items not covered
  - Determine date, time and location of next meeting
  - Thank all participants for their input