Role of Facilitator in a Team

BEFORE THE MEETING

• Decides (with the team) a time, books a location, and lets the team know
• Sets an agenda (with input from the team)

BEGINNING OF THE MEETING

• Guides a check-in at beginning of meeting

THROUGHOUT THE MEETING

• Leads meeting with guidance from the agenda (including setting priorities)
• Facilitates conversation, providing everyone a chance to speak and be understood
• Tracks information as it is generated (with help of a recorder/note-taker)
• Keeps conversation constructive, focused, on-task, and on-topic

END OF THE MEETING

• Confirms what the team has agreed upon
• Confirms commitments and action steps (who, what, where, when, how)
• Guides debriefs/reflection of the meeting (what worked, what was valuable, what could be done differently next time)
• Confirms who will facilitate the next meeting* and potentially establishes time/date

*Consider rotating the facilitator so that every team member has an opportunity to facilitate

FACILITATORS ASK LOTS OF QUESTIONS!