

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!