

What do Facilitators do?

What is a FACILITATOR? *A **Facilitator** creates inclusive spaces and uses strategies to make sure everyone's ideas and voices are heard; facilitators promote leadership in others.*

Leadership Stages: these four stages show the stepping-stones of increased influence, power and responsibility. When intentionally supported to move through each stage, the process is transformational in supporting individuals to make positive decisions and to assume responsibility for their actions.

Stage 1: Personal Responsibility- When a person makes decisions for self, independently of others and takes care of their own needs. *Do you show up ready? Do you have the tools you need? Are you responsible for the commitments you have made?*

Stage 2: Emerging Leader-When a person looks out for the group, offers ideas, leads an activity, steps up, or positively influences others. *Are you looking out for the needs of others and offering strategies and solutions that support the team or group? Can you lead an activity or help the group achieve a goal?*

Stage 3: Intentional Leader-When a person acquires the ability to lead or influence the direction of a large group, such as their team, a project, their entire program or community. They look out for everyone's needs and create structures that balance support and accountability for the team. *Do you take charge, show initiative and set direction for those you took responsibility for leading? Do you encourage input, dialogue and accountability?*

Stage 4: Mentoring Leader -When a person is capable of mentoring others to be leaders. A leader at this level realizes that to lead, you must develop other leaders, as they are ready. This person creates opportunities for *others* to develop by taking on more responsibility as leaders or mentors. *Do you recognize and share your experience and tools? Do you support others coming behind you to step where you stepped?*

Shift from TELL to ASK: Take on a facilitative mindset and get students talking to each other in full or small groups

TELL: We are directive leaders when we tell others exactly what to do and give directions for each step.

ASK: We are facilitative leaders when we ask open ended questions, surface ideas and get people talking to each other and sharing out small group ideas. This allows everyone to be reflective and take on ownership.

What skills can we use? *Facilitation skills include:*

Asking open ended questions: ask a question that begins with "What" or "How" so students can reflect on and explain what they are thinking, what their perspective is, or what is possible for the group

Draw out: ask students to give more detail in sharing their ideas or opinions by asking a follow up question; invite them to expand their thinking, especially when a point is heated or provocative so you can check assumptions.

Reflect back what is said: model careful listening; track what you have heard by repeating what the student said; paraphrase complex statements by summarizing what has been said by the group so far during the discussion.

Name it: address what is happening in the group: "name it and claim it", call out the group dynamic, for example: point out interruptions, disrespect, or acknowledge different perspectives; refer to agreements and values

Accurately Chart: Double check that everyone's ideas are recorded accurately as they are charted