How to Facilitate

Tips and tricks for youth leaders!

from your friends at

OUTRIGHT VERMONT
What is a Facilitator?

A facilitator holds space for collective learning. They help keep the conversation/activity on track and moving. Perhaps most importantly, a facilitator:

1. Works to ensure that everyone feels empowered to participate, not just the most outgoing speakers.

2. Helps support direction/flow that is best for the group as a whole, rather than following individual preference.
WHERE TO BEGIN?

Start with some community agreements (sometimes called “ground rules”).

At Outright, we use the X and O Outlaws to create a container where everyone can feel heard and respected.

Share these with the group and invite folks to add anything that they want to include for this particular gathering.
★ What is shared here stays here!
★ Respect yourself and everyone else
★ Keep side conversations outside
★ No touching or talking with the intent to arouse
★ You have the right to pass
★ Please turn off your cellphones
★ Please do not come under the influence of drugs or alcohol
★ Be conscious of body image issues, preferred pronouns and ableist language
★ Please clean up after yourself
★ Do NOT talk about drugs alcohol or violence in any kind of glorified manner
★ If you feel triggered let a facilitator know by using the time out signal, if you see someone making the signal help them get noticed by raising your fist in solidarity
★ Take Space, Make Space
★ Be mindful of other people's needs
★ Be yourself and have fun
FACILITATION TIPS AND TRICKS:
how to keep folks engaged & in the flow

- Keep an eye on time: move the process along, adjust as needed
- Ask open-ended questions rather than yes/no questions
- Get comfortable with silence. After asking a question, wait at least 8–10 seconds for replies (count down in your mind)
- Use a go-around to get every voice in the group (folks can always pass)
- Make space for questions/ reflections (using a pair-share, journal, or whole group shout out, depending on the mood)
FACILITATION TIPS AND TRICKS: (continued)

- Take breaks! Have everyone get up and stretch, grab some water, bio breaks
- Change locations: move outside or break up into different spaces
- Call people in: remind folks to abide by our X and O outlaws
- Break down jargon: If you think someone might not know the term (or you don’t know the term) be the voice that asks!
- Active listen: summarize and reflect back to the group what you heard from them
Remember, we are humans in process. We are learning together.

Don't worry about knowing it all. Be a facilitator who breaks down hierarchy and doesn't have to know all the answers. Be a facilitator who gets curious and wants to learn with the group. Be a facilitator modeling the willingness to grow.

Flip to see a GROWTH MAP!
WHICH DO YOU CHOOSE?

TO GROW OR STAY THE SAME

Master new skills

Acquire new skills

Fear the unknown

Act despite fear

Focus on problems & obstacles

Expand comfort zone

Curiosity over conviction

Develop confidence

Find purpose

Willingness to learn

Set ambitious goals

Affected by others' opinions

Increase knowledge

Greater sense of fulfilment

Low self-confidence

Identify emotions

Challenged

See opportunities

Conquer objectives

Face challenges

Embrace the unknown

Make excuses