

# 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.**

# X&O Outlaws

- ★ 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

