



# The Art of Facilitation:

## Basic Foundations & Practices

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# Agenda

- **Welcome & Introductions**
  - Overview structure and objectives.
  - Icebreaker: “What’s one word you associate with facilitation?”
- **Presentation:** “The Art of Facilitation: Basic Foundations and Practices”
  - What is Facilitation?
  - Basic Types
  - Key Skills & Guidelines
  - Challenges
  - Setting Up a Session
- **Overview & Transition to Practice Activity**
  - Overview: Practice stations, how they’ll work.
  - Explain logistics.
  - Clarifying Questions.
- **Facilitation Practice – Hands-On**
- **Experience**
  - **Goal:** Participants experience different facilitation styles at different stations.
  - Groups rotate every **20 minutes**.
- **Debrief and Closing**
  - Reflections



# What is Facilitation?

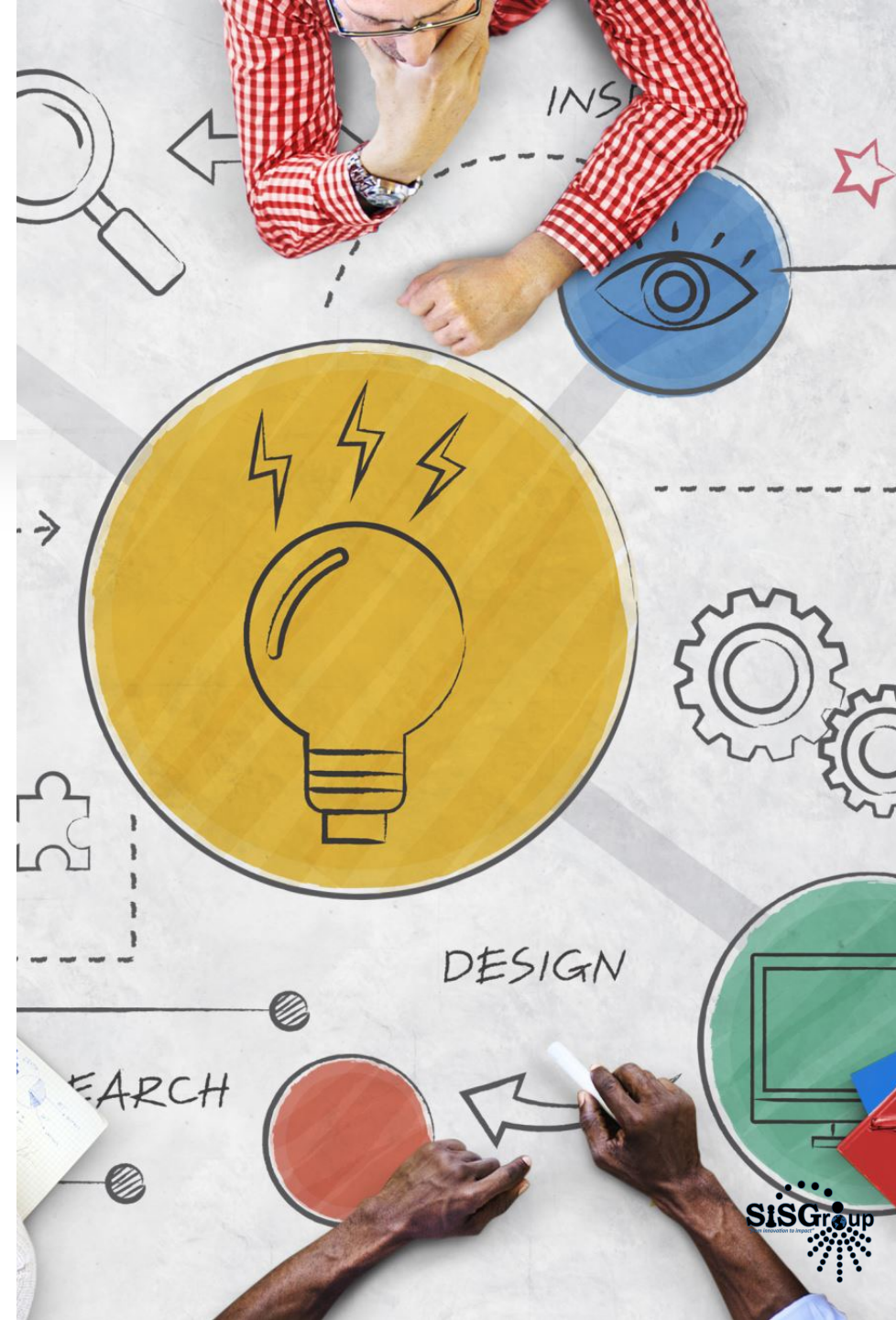
- Facilitating is guiding a group toward achieving goals while fostering safety, collaboration, and inclusion.
- Importance: Creates clarity, collaboration, and effective outcomes achievement.





# Basic Types of Facilitation

- **Decision-making Facilitation:**
  - Helping groups reach consensus or resolve conflicts.
- **Training Facilitation:**
  - Teaching new concepts, skills, or processes.
- **Creative (Brainstorming) Facilitation:**
  - Generating ideas or innovative solutions.
- **Strategic Facilitation:**
  - Planning and mapping future strategies.



# Key Skills of a Facilitator

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- Active listening: Encouraging and responding thoughtfully to participants.

- Questioning: Asking open-ended and probing questions.

- Time management: Keeping discussions focused and on track.

- Adaptability: Handling unexpected challenges with flexibility.

- Neutrality: Remaining unbiased and supportive of all voices.

# Guidelines for Effective Facilitation

Define	<ul style="list-style-type: none"><li>• Establish clear objectives: Define the purpose of the session upfront.</li></ul>
Encourage	<ul style="list-style-type: none"><li>• Create a safe space: Encourage equal participation and respect.</li></ul>
Allow	<ul style="list-style-type: none"><li>• Guide, Don't Dominate: Allow participants to drive the conversation.</li></ul>
Balance	<ul style="list-style-type: none"><li>• Use structure wisely: Balance between planned agenda and organic discussions.</li></ul>
Document	<ul style="list-style-type: none"><li>• Follow up: Document outcomes and ensure actionable next steps.</li></ul>

# Challenges Facilitators Face (and How to Overcome Them)

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- Dominant participants:  
Use ground rules to  
balance participation.
- Lack of engagement:  
Incorporate activities and  
ask engaging questions.
- Conflict: Stay neutral,  
redirect, and use  
constructive reframing.





# Setting Up a Facilitation Session

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- Preparation steps:
  - Know the group
  - Define outcomes
  - Prepare supplies & tools.
- Environment:
  - Physical or virtual setups that support participation
  - Visit site in advance whenever possible







# Transition to Practice

- “The best way to learn facilitation is by doing it!”
- Overview of the practice stations and how they’ll work.
- RS’s at each station to guide your practice experience
- 20 minutes, then rotate!



Questions?