
The ABC's of Successful Facilitation

Always remember....

- You set the tone of the class/workshop with your own mood and attitude
- Nothing is a problem unless you make it one
- To use a multi-sensory approach (visual, auditory, and kinesthetic)
- To acknowledge the experience of your participants (as a facilitator, you are not the “expert” – you are all there to talk/discuss/learn together)
- To believe in and know that each and every participant will be successful in the class/workshop – build their confidence, self-esteem and belief in their own abilities as well as their consciousness
- To expect the unexpected and go with the flow of the class
- To explain the “WHY” behind each exercise, activity and statement
- To create an atmosphere of trust, support and encouragement (a team environment where all will help each other to succeed, not a competition)
- To emphasize 2-3 key points for everyone to walk away with
- To have fun

Be...

- Yourself – know and utilize your own talents and gifts while encouraging participants to do the same
- Prepared – know your material well
- Interactive – engage your participants in conversation as much as possible through large group, small group, and pair activities
- Open and honest
- Willing to share your own personal story
- Ready to accept and acknowledge, never judge or embarrass (speak individually about problem areas)

Consider...

- Your participants and their level of comfort with the material being discussed
- Using the participant introductions to ask specific, pertinent questions as well as to discuss any expectations for the class/workshop
- Life has many gray areas and there are not always absolute answers, but there is always a choice
- Different people experience the exact same situation in different ways – be aware of participants’ feelings
- Encouraging participants to ask questions and share their own tips and suggestions

Class 16 Facilitation Skills

San José Center for Spiritual Living

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- Emphasizing the importance of priorities, responsibility, choice and attitude in all aspects of life