

## Cheat sheet: Facilitation Tools

<b>Name</b>	<b>How to use</b>	<b>When and why useful</b>
Spectrum Line	Start by creating an imaginary or real (chalk) line through the room. One end stands for 'I agree completely', the other end for 'I disagree completely'. Outline the issue under debate and formulate it into a statement to agree or disagree with. Ask people to position themselves along the line according to their views.	They help to explore and visually rank the different views on an issue within the group.
Go Round	Everyone takes a turn to speak without interruption or comment from other people.	This ensures everyone who wants to speak is heard and helps limit interruptions.
Cycle Rack	A space where ideas that aren't directly on topic but need to be discussed can be recorded. It is important to return to it later.	This ensures all ideas are recorded and all creative contributions considered, but allows the meeting to stay focused on the current agenda item.
Talking Stick or Matchsticks	You can use a stick or a conch shell and people may speak only when they hold the talking stick. Alternatively, each person is given the same number of matches and may only speak that many times until all the matches have gone.	These tools makes people conscious of when they interrupt others or dominate discussions and helps them to break the habit. They allow an equal space for everyone to speak and to be heard and can be useful for addressing group dynamics or discussing difficult issues.
Small Group Work	Breaking into smaller groups to discuss/plan a particular topic.	Many topics could be discussed more effectively in a smaller focus group - for example the layout of a newsletter or organising the benefit gig. Smaller groups allow time for everyone to speak and to feel involved. They are a lot less intimidating too.
Active Agreement	This can form part of the ground rules/group agreement. Everyone must contribute to a decision and actively agree or disagree with proposals.	This can be used to reinvigorate a meeting or to refocus people when there has been group conflict.

Splitting Facilitation Roles	<p>This could include:</p> <ul style="list-style-type: none"> <li>• a note-taker to record decisions</li> <li>• a time-keeper</li> <li>• a welcomer to greet people</li> <li>• a vibes-watcher</li> <li>• a co-facilitator</li> </ul>	This can be useful to improve participation and ownership of the meeting and to distribute the different tasks of facilitating.
Reframing	Listen carefully to what someone says, then repeat it back succinctly in your own words, to check that you have understood their point. Make sure you personalise your statements - "it sounds to me like what you're saying is..."	A vital listening role for the facilitator to show people they have been listened to and for clarifying and moving forward discussions.
Establishing Common Ground	Hold a meeting to find out more about different people's viewpoints, why they are part of the group and what they want to achieve. Draw out common ground and refer make to this in meetings.	Discussions turn to arguments when people focus on areas of disagreement and forget that these are small compared to the things they agree on. By reminding the group of this the facilitator can help the group to make decisions.
Recording Decisions	When you think a decision has been made, check if everyone agrees and write it down. If things need doing, explain what they are and get a variety of people to take responsibility for it – write down who has agreed to do what.	This makes sure that no decisions or action points are lost during the meeting and that these can be referred back to in future meetings to make sure they have been done. It will help your group be effective.
Hand Signals	Raise a hand or forefinger when you wish to contribute to the discussion. If what you have to say is directly relevant to a comment someone just made, raise both forefingers. Wave your hand or fingers upwards if you agree with someone in a 'silent applause'.	These help the facilitator see emerging agreements and common ground. They're a way of communicating without interrupting the flow of the meeting but allow everyone to be heard. They are really useful but may take time for everyone to feel comfortable with.
Evaluating	<p>There are lots of ways you can do this:</p> <ul style="list-style-type: none"> <li>● ask everyone to list positives, negatives and bright ideas about meeting or event</li> <li>● draw a graph of time over meeting and ask people to show change in feelings</li> <li>● Go Round and ask people to give their feelings about meeting or event – write on piece of paper</li> </ul>	Important at the end of a meeting to see how you can improve your group dynamics and participation and improve the facilitation. Also important after an event or action.