

# MY FACILITATION GUIDE

Goals of the facilitative process: to ease the process of arriving at decisions

- Group members must be invested in the purpose of the group and feel ownership over its work
- The work of the group must be designed to rely on and benefit from the skills and assets of group members and key partners

Check in questions: First step to establish common ground, provide grounding and context.

Important factors to consider: the audience, group dynamics, setting the tone.

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Set Context: Give overview of past meeting and remind everyone of your shared goal or agenda.

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Facilitation skills I bring to the process:

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Tools for facilitation:

- Flipchart and Stickies
- Dotmocracy
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### **Consensus Decision Making Steps (Adapted from Seeds for Change-UK)**

**Step 1:** Ask questions

**Step 2:** People say what their priorities are

**Step 3:** Find the common ground and look for ways forward

**Step 4:** Write down the proposal, do a go round to see what people think of it, find ways to change it.

**Step 5:** Write the proposal down again if it has changed.  
Ask: any blocks? any reservations? do we have consensus?

**Step 6:** Work out what needs doing to make it happen, make sure you know who will do what, by when, what support they need and how the group as a whole will check it has been done.

We hope you find these tools useful in continuing the momentum to build on local strengths, facilitated collaborative processes and learn together. Catalysts' Circle offers workshops, coaching and strategy design services that can further help you dig deeply into these keys and explore the others that can help you make a truly Connected Community.



Catalysts' Circle can be found at [www.connectedcommunities.ca](http://www.connectedcommunities.ca) or email [agloger@connectedcommunities.ca](mailto:agloger@connectedcommunities.ca) for more information