

### FACILITATING GROUP DISCUSSION

The role of a good facilitator should be based on the first three letters of that old phrase: 'IF A job is worth doing, it's worth doing well' ...

**I = initiate** get the discussion going

**F = facilitate** keep it going, make sure everyone has their say ... and all the other things on the list opposite

**A = adjudicate** there may be times when someone has to decide what the next step in the process is going to be, if, for example, people have lost focus or have been diverted from the main goal.

There are many different strategies for facilitating group discussion and information sharing using different sizes of groups, approaches and a variety of structures but they all share the same ground rules. See overleaf for two examples of approaches you could use.

### GROUND RULES

Everyone should:

- be actively encouraged to contribute
- offer opinions and ideas
- provide reasons for their opinions and ideas
- share all relevant information
- feel free to disagree if they have a good reason
- ask other people for information and reasons
- treat other people's ideas with respect
- try to come to an agreement  
and ...
- change their minds if they are persuaded by good reasoning.