Tips on facilitating

Facilitator Guide

Before each session thoroughly read the facilitator guide to prepare for the toolkit topic you've selected.

In it you'll find:

- what you need to run the session
- what to say
- discussion prompts for activities
- how long to spend on each topic/activity.

Prepare

You'll need to refer to the Facilitator Guide throughout the session so print it or have it downloaded on your phone or a tablet to read from.

Print any other materials you need, e.g. handouts or noticeboard poster.

Ensure you have a computer you can use to access the DTA toolkit topic webpage and play videos to the group.

Ensure you have pens and paper, etc. as described in the facilitator guides.

Group discussions

The activities in the toolkit are meant to be brief to provide bite-sized learning opportunities.

When you have just a few minutes for the group to brainstorm or respond to a question that has multiple possible answers you'll need to keep strictly to time and keep everyone on task.

These tips might help:

- tell participants very clearly what you'd like them to do and how long they have to do it
- split the group up – ask participants to work in pairs or split into 2-3 groups
- use the timer on your phone to time activities
- write responses on a whiteboard or butcher's paper, as participants call them out.

Sometimes all that's needed is a brief pause and reflection. For example, single-word responses to a "how would you feel if…" style of question can be quickly shared and acknowledged.

Ending the session

At the end of the session

- offer clarification, e.g. see me if you have any questions about what we've covered
- ask staff for suggestions of what they'd like to learn more about
- point to related resources that staff can access
- consider scheduling reinforcing activities or a follow-up session in one to two weeks.